

City of Warner Robins
Draft Council Agenda
May 18, 2026
Council Chambers
700 Watson Blvd. Warner Robins, GA 31093
4:30 PM

Opening Prayer Led by – Rev. Bonnie Underwood; All Saints Episcopal Church
Pledge of Allegiance by – Brownie Girl Scouts-Troop 60157

Mayor Calls Meeting to Order

Adoption of the Agenda:

Motion –
Second –

Announcements:

Proclamations/Awards/Presentations:

- Proclamation – Honoring Wylie Draper, Jr
- Proclamation – Mental Health Awareness Month
- Proclamation – Public Works Week

1. Work Session Items

A. May 18, 2026 Agenda Discussion

2. Public Hearing – Application for Animal Limitations Waiver; Zackary Novak

3. Formal Public Comments Pertaining to Current Agenda Items

4. Consent Agenda – **Mack**

- A. May 4, 2026 Meeting Minutes
- B. Resolution – Ardurra; Amendment 6 to Task Order 21
- C. Resolution – Hays Services
- D. Resolution – Triscapes, LLC
- E. Purchasing Items
 - I. Police Department – Leads Online; \$19,502.00
 - II. Police Department – Rays Paint & Body Shop Auto Sales LLC; \$45,000.00
 - III. General Administration (CVB) – RCS Productions, Inc. - \$257,000.00

5. Resolution – Animal Limitations Waiver – **Bibb**

6. Resolution – Employee Promotions – **Holmes**

- WRPD – Pinning

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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7. Resolution – Surplus Property (WRPD) – **Curtis**

- Recognition – Sgt. Paul Peck

8. Resolution – Cox Media – **Lauritsen**

9. Motion – Grants Procedure and Monitoring Policy – **Lashley**

10. Resolution – Destination Marketing Services Agreement (International City Tourism Bureau, Inc) – **Mack**

Citizen Comments
Council Comments
Mayor's Comments
Adjourn

DRAFT

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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 10 days 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 Application for Animal Limitation Waiver

Name: Zachary Novak

Address: 210 LOVORN CIRCLE

Warner Robins GA 31088

Phone Number: [REDACTED]

Approximate Lot Size (in acres): .29

Present Number of Dogs 5 Cats 1

Desired Number of Dogs 6 Cats 1

Describe how animals will be kept if application is approved (example: "dogs will be kept outside in a kennel" or "cats will be kept inside the house at all times"):

Dogs & cat have free roam of house & each have their own kennel as needed. Dogs let outside to a fenced yard. cat is indoor only.

Describe any special circumstances or needs, if any, relevant to this application:

See attached sheet

Do you plan on breeding these animals? NO

I swear or affirm that the information contained on this application is true and correct to the best of my knowledge and belief.

Zachary Novak
Signature of Applicant

Return to City Clerk (City Hall, 700 Watson Blvd.) with application fee of \$100.

Good Day City Council,

I first wanted to thank you for taking the time to review this application. At our house, we currently have five dogs and one cat, with four of the six adopted or entering our lives unexpectedly. Over time, due to medical conditions affecting both my wife and me, two of the dogs became emotional support animals, and our first attempt at a service dog flunked out. Later, we tried again, and he passed and is now my wife's mobility service dog. Without them, life would be much more difficult for all of us, especially me, being a disabled veteran; the dogs help every day, being constant companions. Since my wife and I cannot have kids, we see our animals as our kids, wanting to give them the best life possible. All of our animals, except one, are over eight years of age, and as time passes, we know they will cross the rainbow bridge much too soon. My wife found Amir at animal control and fell in love right away, and wanted to give him a chance at life and a good home, with his diagnosis of heartworms making it difficult to be adopted. Lastly, thank you for what you do and for your time in reviewing this matter.

Sincerely,

Zachary Novak

DRAFT

City of Warner Robins

Warner Robins GA

-----Receipt-----

5/01/2026 12:21:29

Account#:

Name....: ANIMAL CONTROL WAIVER AP

P

Address.: MAY 18,2026 COUNCIL MEET

ING

204 DANGEROUS DOG & WAIVER FEES

Payment.: 100.00

Total Payment....: 100.00

Amount Tendered..: 100.00

Change.....: .00

Thank you for your payment

CMEADOWS



City of Warner Robins City Council Meeting Minutes

Monday, May 4, 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 Jonathan Brothers; Green Acres Baptist Church

Pledge of Allegiance: Jayden Duncan; Northside High School Valedictorian

Call to Order: 4:39 p.m.

Adoption of the Agenda: Councilman Lauritsen motioned to adopt the agenda. Councilman Curtis seconded the motion. Councilmen Mack, Bibb, Lauritsen, Holmes and Curtis voted for adoption of the agenda.

Announcements:

Proclamations/Awards/Presentations:

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

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

Action Item 1 (A)	Discussion of May 4, 2026 Agenda Items
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All Items discussed in detail

Action Item 1 (B) Chapter 10 Amendment – Short Term Rental Ordinance

Mr. Drinkard presented a recommended change to Chapter 10 in reference to “Short Term Rentals” to Mayor and Council. Council presented questions.

Action Item 2 Formal Public Comments Pertaining to Current Agenda Items

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

Action Item 3 Consent Agenda

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

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

Action Item 3 (A)	April 20, 2026 Meeting Minutes
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The minutes of the Regular Meeting of April 20, 2026 were presented for approval.

Action Item 3 (B)	Resolution – Employee Promotions
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A resolution that the following employees are recommended for promotion by his respective Department Director, and the Mayor and City Council deem such recommendation beneficial.

- Jake Cooper, promoted from Utilities Locator, Job Class #962, Grade 14, Utility Department to Zoning Assistant, Job Class #851, Grade 15, Building and Inspections Department, to be effective May 11, 2026.
- Tacario Dawson, promoted from UT Maintenance Worker I (Water), Job Class #917, Grade 08, Utility Department to UT Maintenance Worker II (Water), Job Class #918, Grade 09, Utility Department, to be effective May 11, 2026.
- Yakira Williams, promoted from UT Maintenance Worker I (Water), Job Class #917, Grade 08, Utility Department to Meter Reader, Job Class #940, Grade 09, Utility Department, to be effective May 11, 2026.

Action Item 3 (C)	Resolution – Aircraft Loan Inventory Certifications
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A motion to approve resolution to authorize Mayor LaRhonda W. Patrick to execute all documents pertaining to the loan inventory certifications with the National Museum of the United States Air Force (NMUAF) for continued use of Department of the Air Force (DAF) historical property under Loan Account # SDA0072 for two aircraft for display; F-15A(GF), 74-0121 and T-33A,52-9225 for the period commencing April 1, 2024 – March 31, 2029.

Action Item 3 (D)	Resolution – Southland Organics
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A motion to approve resolution to authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Southland Organics (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 5, 2026, and ending May 4, 2027, for scope of work and prices identified in BID NO. 26-PW-4776 for Mosquito Spraying.

Action Item 3 (E)	Resolution – Macon Supply
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A motion to approve resolution to authorize Mayor LaRhonda W. Patrick to execute the attached annual contract between Macon Supply (“Contractor”) and the City of Warner Robins, Georgia (“City”), for a term beginning May 1, 2026, and ending April 30, 2027, for scope of work and prices identified in BID NO. 26-I-4770 for Valve and Meter Boxes.

Action Item 3 (F)	Resolution – Falcon Design Consultants (Task Order Change)
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A motion to approve resolution to authorize City Administrator James Drinkard to execute the Task Order between Falcon Design Consultants, LLC, (“Consultant”) and The City of Warner Robins, (“City”) whereas the Consultant will assist the City with irrigation plan services for the International City Golf Course.

Action Item 3 (G)	Purchasing Items
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- Purchasing Items**
- I. Human Resources – VOYA; \$488,923.72
 - II. Public Works – Houston Janitorial Supply; \$21,430.40
 - III. Police Department – Ballistic Armor Defense and Equipment, LLC; \$53,993.25
 - IV. Utilities – US Department of Transportation (FY26 Pipeline Safety User Fee Assessment) \$11,450.14
 - V. Stormwater Compliance – HOCO Commissioners (FY25 Right of Way Maintenance IGA); \$67,233.42

Action Item 4	Resolution – WRPD Canine Retirement
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A motion to approve resolution that “Dixo” is a canine service animal that has dutifully served the Warner Robins Police Department and is ripe to begin his well-deserved retirement and that the Mayor and Council of the City of Warner Robins find that “Dixo” is no longer needed by the City for public use and that the value of animal is less than \$500 and finally that the Mayor and Council authorize the Police Department to deliver ownership of the animals to his respective handler.

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

Action Item 5	Resolution – Correction of Funds
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A motion to approve resolution that the Mayor and Council of the City of Warner Robins hereby authorize the Finance Department to record a correcting entry in the current fiscal year to reclassify \$8,000 in StartUp WR donations for the Economic Development Department that were previously misclassified in the Engage Warner Robins Fund during fiscal years 2024 and 2025 and that such correction shall be recorded through appropriate journal entries to ensure proper fund accounting and accurate financial reporting.

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

Action Item 6	Resolution – FY2026 Community Development Block Grant (CDBG) Final Statement
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Motion to approve resolution of the Mayor and Council of the City of Warner Robins, as follows:

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

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

Action Item 7	Resolution – Road Name Change of Golden Blvd
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A motion to approve resolution that the Mayor and Council recommend the renaming of Golden Boulevard to Lou Kenny Parkway; and the municipal roadway system for the City of Warner Robins be amended to change the name of “Golden Boulevard” to “Lou Kenny Parkway.”

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

Action Item 8	Resolution – Joint Development Authority Appointments
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A motion to approve resolution that the Mayor and Council of the City of Warner Robins, acting pursuant to O.C.G.A. § 36-62-5.1, appoint the following one (2) individuals who are currently appointed to The Warner Robins Development Authority d/b/a Engage Warner Robins by the Mayor and Council of the City of Warner Robins and elected as Officers of The Warner Robins Development Authority d/b/a Engage Warner Robins, to the Joint Development Authority of Peach County and the City of Warner Robins to act on behalf of the City of Warner Robins:

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

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

Action Item 9	Motion – Authorization of Filing Condemnation Orders
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Motion to approve the authorization of filing orders of condemnation orders of temporary construction easements of 3 parcels recorded in the names of:

- ALVIN BEAL, JR. and APRIL M. BEAL
- ARAIS L. HAIGLER
- DEBORAH PANUCCIO

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

Action Item 10 Ordinance #13-26 – Chapter 24 Amendment (Collection of Delinquent Utility Accounts)

Ordinance #13-26 of the Mayor and City Council of the City of Warner Robins, Georgia, that Chapter 24, Article I, Section 24-9 of the Code of the City of Warner Robins, Georgia, is hereby amended and an additional section is added with the following:

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

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

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

Motion:	Councilman Mack moved for the approval of Ordinance #13 -26 and to waive the second reading.
Second:	Councilman Bibb
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 11 Ordinance #14-26 – City of Warner Robins Classification Plan Update

Ordinance #14-26 of the Mayor and City Council of the City of Warner Robins, that the City Classification Plan is amended as follows, with the changes to go into effect at the beginning of the next pay period, May 11, 2026:

- Reclassify and change the title of the position of Marketing & Communication Specialist, Job Class # 14, Grade 18, Office of the City Administrator, to Communications and Engagement Manager, Job Class # 24, Grade 21. Incumbent to receive a 10% increase.
- Deactivate the position of Criminalist, Job Class # 622, Grade 16, Police Department, authorized strength of 2.
- Create the position of Victim Advocate, Job Class # 654, Grade # 9, Police Department, authorized strength of 1.
- Increase the authorized strength of the Network Administrator position, Job Class # 210, Grade 19, General Administration, by 1 to 5.

And 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 Bibb moved for the approval of Ordinance #14-26 and to waive the second reading.
Second:	Councilman Lauritsen
Outcome:	Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Citizen Comments – Johnny Johnson**Council Comments**

Executive Session — Mayor Patrick requested a motion to enter an executive session for Personnel. Councilman Lauritsen motioned for Executive Session for Personnel. Councilman Bibb seconded the motion for Personnel. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval of the executive session. The regular council meeting was suspended at 6:20 pm, and the governing body convened into executive session at 6:32 pm; the executive session ended at 7:38 pm. The City Clerk is in possession of the executive session minutes.

Mayor Patrick requested a motion to reconvene the meeting at 7:42 pm. Councilman Lauritsen motioned for the request. Councilman Bibb seconded. Councilmen Mack, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Adjournment: 7:52 pm

Next Regular Council Meeting: Monday, May 18, 2026

*Councilman Lashley arrived during the proclamations, awards and presentations

Mandy Stella
City Clerk

STAFF REPORT

DEPARTMENT: UTILITIES
 SUBMITTED BY: MONTIE WALTERS
 MEETING DATE: MAY 18, 2026

AGENDA ITEM

AMENDMENT 6 TO TASK ORDER 21

STAFF RECOMMENDATION

SCOPE OF BASIC SERVICES FOR PROFESSIONAL AND TECHNICAL ENGINEERING SERVICES FOR THE BONAIRE AND KROGER GRAVITY TRUNK MAIN UPGRADE PROJECT

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$102,000.00

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
NEW PROJECTS-2020 REV BDS – 5054400.541400	\$102,000.00

ITEM DESCRIPTION

ADDITIONAL SERVICES TO COMPENSATE CONSULTANT IN THE ACQUISITION OF TEMPORARY CONSTRUCTION EASEMENT AGREEMENTS.

ALTERNATIVES

ATTACHMENTS

1. AMENDMENT 6 TO TASK ORDER 21

**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 a contract amendment no 6 to task order no 21 with Adurra, Inc., that was previously approved on August 15, 2022, with respect to the scope of basic services, professional and technical engineering services for the Bonaire and Kroger Gravity trunk main upgrade project for the City of Warner Robins.

This 18th day of May 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

Amendment 6 to TASK ORDER 21

THIS TASK ORDER IS ISSUED PURSUANT TO THE AGREEMENT FOR CONSULTING SERVICES DATED AUGUST 15, 2022, BETWEEN THE CITY OF WARNER ROBINS, GEORGIA AND ARDURRA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

Scope of Basic Services for Professional and Technical Engineering Services for the Bonaire and Kroger Gravity Trunk Main Upgrade Project for the City of Warner Robins, GA

Article A. Purpose:

The purpose of this Amendment 6 to Task Order (TO) 21 is to authorize and direct CONSULTANT (Ardurra) to proceed with additional professional and technical engineering services for the Bonaire and Kroger Gravity Trunk Main Upgrade Project (PROJECT) for the City of Warner Robins, Georgia (CLIENT). The activities that are included are described in "Article B. Scope of Services."

Article B. Scope of Services:

The additional Scope of Services authorized in this Amendment 6 to the original Task Order include, but are not limited to general professional engineering and technical services required for the design and construction of the following:

- Additional services to compensate CONSULTANT in the acquisition of temporary construction easement agreements.

The additional scope of services under this amendment will be added to the original scope. The previous Scope of Services will remain unchanged.

Work Task 10. Temporary Easement Assistance

CONSULTANT shall perform the legal, engineering, and administrative services necessary to continue to obtain 12 temporary easements for the construction of the sewer improvements included in this project. A list of the remaining properties, and the anticipated easement acquisition costs – based on appraisals - has been developed by the CONSULTANT and provided as an attachment to this Amendment.

The specific services that shall be provided in this task include:

- Contracting with a local attorney to perform the legal services to develop the temporary and permanent easement titles.
 - **The local attorney will pay property owners for negotiated acquisitions and prepare 1099-S forms at the end of each year for reporting to the Internal Revenue Service. Previously the payment to property owners was explicitly excluded from Ardurra's scope of work.**
- If authorized by the OWNER, CONSULTANT shall assist the OWNER with legal and engineering services to bring imminent domain action against property owners to obtain the necessary easements.
- Preparation of an appraisal data book to establish the value of the properties in vicinity of the needed easements
- Contingency

Article C. Compensation Provisions:

As compensation for providing the services described within this Amendment 6 to TO 21, CLIENT shall pay CONSULTANT in accordance with Article 2 of the August 15, 2022, Agreement, based on either a lump sum amount or the CONSULTANT’s Per Diem Rates for the actual time worked on the Project, as described in Table C.1 below. When compensation is based on CONSULTANT’s per diem rates, CONSULTANT also shall be compensated for Direct Expenses incurred for the Project, plus a service charge of 5 percent of Direct Expenses, plus applicable sales, use, value-added, business transfer, gross receipts, or other similar taxes, unless modified by subsequent modifications to this Task Order. The total budget ceiling for this Amendment 6 to TO 21 is increased by \$102,000 from \$1,537,651 to \$1,639,651 which shall not be exceeded without a revision to this Agreement. A breakdown of the budget ceiling for this amendment is presented in Table C.1.

The budget ceilings presented in Table C.1 were developed from estimates of the level of effort required to perform the proposed services base on CONSULTANT’s experience and engineering judgment. As such, the budget ceilings are an approximation made without detailed information. CONSULTANT shall keep CLIENT informed of progress so that the budget or work effort can be adjusted if found necessary. CONSULTANT is not obligated to incur costs beyond the indicated budgets, as may be adjusted, nor is CLIENT obligated to pay CONSULTANT beyond these limits. The Scope of Services and total budget ceiling for this Task Order can be increased with an authorized revision to this Task Order when executed by both parties. When any budget has been increased, CONSULTANT’s excess costs expended prior to such increase shall be allowable to the same extent as if such costs had been incurred after the approved increase.

Table C.1—Easement Acquisitions

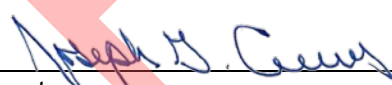
Work Task Description	Original Budget Ceiling Amount	Budget Increase	Amended Budget Ceiling Amount	Compensation Method
1. Engineering Design Services	\$290,000	\$0	\$290,000	Lump Sum
2. Surveying and Geotechnical Services	\$50,000	\$0	\$50,000	Time & Expense
3. Ecological and Cultural Resource Assessment	\$30,000	\$0	\$30,000	Time & Expense
4. Easement Plats	\$15,000	\$0	\$15,000	Time & Expense
5. Permitting Services	\$59,700	\$0	\$59,700	Lump Sum
6. Bidding and Award Services	\$43,240	\$0	\$43,240	Lump Sum
7. Services During Construction	\$110,000	\$0	\$110,000	Time & Expense
8. Resident Observation Services	\$235,000	\$0	\$235,000	Time & Expense
9. Additional Services				
10. Easement Acquisition Services	\$478,011	\$102,000	\$580,011	Time & Expense
11. Sewer Evaluation Services	\$210,200	\$0	\$210,200	Time & Expense
12. Assistance with ARPA and SRF Funding	\$16,500	\$0	\$16,500	Time & Expense
Amended Budget Ceiling	\$1,537,651	\$102,000	\$1,639,651	

Article D. Authorized Representatives:

The Authorized Representatives designated below are authorized to act with respect to this Amendment 2. Communications between the parties shall be through the Authorized Representatives:

For CLIENT	For CONSULTANT
Name: LaRhonda Patrick Mayor	Name: Joseph G. Crews, P.E.
Address: City of Warner Robins PO Box 8629 Warner Robins, GA 31095	Address: 1988 Lewis Turner Boulevard Unit 3 Fort Walton Beach, FL 32547
Telephone: (478) 302-5515	Telephone: (850) 244-5800

Article F. Authorization:

For the CLIENT by:	For the CONSULTANT by:
Signature	Signature 
LaRhonda Patrick Mayor, City of Warner Robins, GA	Joseph G. Crews SE Water Practice Director
Title	Title
Date	Date 04/24/26

***** END *****

Property Owner	Initial Easement Offer (made based on Appraised Value)	Offer w/ 5% Contingency for Negotiations/Counteroffers	Ardurra Markup (5%)
Rutledge Wilson III	\$ 500	\$ 525	\$ 551.25
Haigler	\$ 800	\$ 840	\$ 882.00
Panuccio	\$ 1,000	\$ 1,050	\$ 1,102.50
Beal	\$ 500	\$ 525	\$ 551.25
Butten Drive LLC	\$ 3,700	\$ 3,885	\$ 4,079.25
Lieu's Restaurant Inc.	\$ 8,700	\$ 9,135	\$ 9,591.75
Dolgencorp	\$ 15,400	\$ 16,170	\$ 16,978.50
Jay Shree MAA	\$ 3,300	\$ 3,465	\$ 3,638.25
Turner Bonaire LLC (includes WR Buritto LLC)	\$ 11,600	\$ 12,180	\$ 12,789.00
Pilgrim Center LLC	\$ 2,700	\$ 2,835	\$ 2,976.75
Archland Properties	\$ 16,800	\$ 17,640	\$ 18,522.00
Coliseum Medical Center	\$ 11,000	\$ 11,550	\$ 12,127.50
SUBTOTAL EASEMENTS			\$ 83,790
Personnel	Labor Rate (\$/hr)	Labor Hours	Cost
Lawyer	\$ 690	25	\$ 17,250
<i>Ardurra Markup (5%)</i>			<i>\$ 862.50</i>
SUBTOTAL LABOR			\$ 18,113
GRAND TOTAL			\$ 102,000

DRAFT

STAFF REPORT

DEPARTMENT: RECREATION, PARKS AND CULTURAL SERVICES

SUBMITTED BY: PRESTON POOSER

MEETING DATE: MAY 18, 2026

AGENDA ITEM

Approve Annual Contract Renewal with Hays Services (R-4663) Annual Contract for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services

STAFF RECOMMENDATION

Staff recommends Annual Contract Renewal with Hays Services (R-4663) for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services

BUDGET AND PROCUREMENT

Budgeted Item: No

Included In Current Operating Budget: No

Fiscal Impact: Yes

Total Project Cost: \$47,199

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
1006122-522200	\$47,199

External Funding Sources:

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

ITEM DESCRIPTION

This item is for the renewal of services with Hays Services for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services for all recreation facilities and buildings operated by the Recreation Parks and Cultural Services Department. See Attached Exhibit A for facilities and the included unit pricing.

ALTERNATIVES

Not Proceed with the Annual Contract Renewal

ATTACHMENTS

1. Annual Contract for Services Renewal
2. Exhibit A Bid Price Form

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 Hays Services, and the City of Warner Robins, Georgia, whereby Hays Services will provide maintenance of the HVAC for Parks, Recreation, and Cultural Services Buildings and facilities.

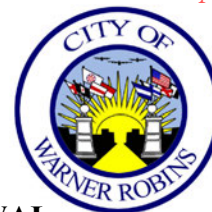
This 18th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT FOR SERVICES—RENEWAL

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

CONTRACTOR: Hays Service
4312 Interstate Drive
Macon, GA 31210

BID NO./TITLE: R-4663 Annual Contract for Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services

THIS CONTRACT, made and entered into this 18th day of May 2026, by and between **HAYS SERVICES**, hereinafter called the Contractor, and the **CITY OF WARNER ROBINS**, a Georgia municipal corporation in Houston and Peach Counties, (hereinafter “the 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 (RFP) Sealed Bid R-4663
 - b) Contractors Bid Proposal
 - c) General Conditions for Goods and Services
 - d) Exhibit A: Bid Price Form – Scheduled Preventative Maintenance & On-Call Services

2. Contract Term: Pursuant to Section 3 of the existing Contract, the City exercises its option to renew the Contract for one (1) additional one (1) year period. The parties hereby agree to renew the Contract for a renewal term commencing **June 1, 2026 and ending May 31, 2027** (the “Renewal Term”). Upon expiration of the Renewal Term, 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 then-current term. The total duration of this Contract, including the Initial Contract Period and any renewal terms, shall not exceed five (5) years. All terms and conditions of the Contract as originally executed shall remain in full force and effect during this renewal term and any subsequent renewal terms unless amended in writing and executed 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 A” and generally described as follows:

Heating, Ventilation and Air Conditioning (HVAC) Maintenance and Repair Services for the City of Warner Robins Recreation Department facilities, including all labor, materials, certified personnel, routine and as-needed service, and full compliance with all applicable

laws, codes, and regulations necessary to ensure the safe, reliable, and efficient operation of HVAC systems.

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. The City reserves the right to add and remove buildings at any time during the life of the contract and any of the resulting extensions, with thirty (30) days' written notice. Additions and deletions shall be added and reduced at a negotiated rate that has the mutual agreement of the City and the Contractor.
5. Site Access and Worksite Responsibilities: A City Representative will provide general access to all devices which are to be serviced. The Contractor shall arrange with and shall be directed by the City when electrical power must be shut down to effect repairs or installation of new devices. The City will take responsibility where such access is denied.
 - 5.1 The City will provide reasonable means of access to all equipment covered by this Contract. The Contractor will be free to start and stop all primary equipment incidental to the operation of the mechanical system(s) as arranged with a City Representative
 - 5.2 Contractor will be responsible for carefully examining the proposed work sites and to judge for themselves the nature of the work to be done. Proper equipment and care shall be used to prevent unnecessary damage to areas around the work to be performed.
 - 5.3 The Contractor shall not allow waste material, or rubbish, caused by their employees to accumulate in or about the premises, but shall have it promptly removed, as requested by the City. Upon completion of any work, the work areas shall be cleaned of all refuse caused by work performed under this Contract.
6. Payment Procedures
 - 6.1 The City will process payment requests following inspection and approval of services rendered.
 - 6.2 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.
 - 6.3 All invoices must be submitted via email to the following address, wrinvoices@wrga.gov.
 - 6.4 The City will pay all undisputed amounts via check within thirty (30) days of receipt and approval of a properly prepared invoice.
7. Termination
 - 7.1 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.

7.2 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 specified herein (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.

8. 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.

9. Insurance

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

- a) Worker’s Compensation at Statutory Requirement
- b) Commercial General Liability: \$1 Million/Occurrence, \$2 Million General Aggregate
- c) Commercial Auto Liability: \$1 Million Combined Single Limit
- d) Umbrella Liability: \$1 Million

9.2 Such insurance shall be endorsed to name the City of Warner Robins as an additional insured party.

10. Indemnification: The Contractor shall indemnify, defend and hold harmless the City of Warner Robins and, its departments, their officers, agents, and employees from any claims, demands, damages and actions of any kind or nature whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature provided by the Contractor.

11. Subcontractors

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

11.2 Administration of any approved subcontractor shall be the Contractor’s responsibility and all subcontracts shall require each subcontractor to be bound by all pertinent portions of this Contract and to assume all applicable obligations and responsibilities which the Contractor by this Contract assumes toward the City.

11.3 The Contractor shall ensure that all subcontractors engaged in the performance of this Contract possess and maintain all required licenses, certifications, permits, and approvals required by applicable federal, state, and local laws and authorizing the performance of such services for which they were retained.

12. Employment Authorization Program

12.1 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.

12.2 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.

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

12.4 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.

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

14. 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.

15. 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

HAYS SERVICE

Signature: _____
LaRHONDA W. PATRICK
MAYOR

Signature: _____

Print Name: _____

Title: _____

Date: _____

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

Exhibit A – Bid Price Form
Heating, Ventilation and Air Conditioning (HVAC) Maintenance & Repair Services
RFP No.: R-4663

Scheduled Preventative Maintenance

Line Item #	Facility Name	Address	Unit Cost	Annual Unit Price
1	Recreation Department	800 Watson Blvd.	\$798.32	\$3,193.28
2	Senior Activity Center	152 Maple Street	\$452.51	\$1,810.04
3	Wellston Center	155 Maple Street	\$776.15	\$3,104.60
4	Recycling Building	151 Maple Street	\$255.82	\$1,023.28
5	Sewell Park (all buildings)	115 Wallace Drive	\$381.92	\$1,527.68
6	Simpson Park	700 Johnson Road	\$288.53	\$1,154.12
7	Delores Toliver Center (all buildings)	115 Wallace Drive	\$725.86	\$2,903.44
8	Ferguson Building	471 Elberta Road	\$240.56	\$962.24
9	Ted Wright Park (all buildings)	2841 Moody Road	\$538.64	\$2,154.56
10	Tennis Complex	110 Bear Country Blvd.	\$504.74	\$2,018.96
11	North Houston Sports Complex	900 North Houston Road	\$6,309.22	\$25,236.88
12	International City Golf Course (Pro Shop & Cart Barn)	72 Play Golf Drive	\$527.55	\$2,110.20

**Exhibit A – Bid Price Form (Cont.)
 Heating, Ventilation and Air Conditioning (HVAC) Maintenance & Repair Services
 RFP No.: R-4663**

Additional "On-Call" Services		
Item #	Item Description	Unit Price
1	Hourly Rate for General HVAC Contractor (Normal Business Hours)	\$105.00
2	Overtime - Hourly Rate for General HVAC Contractor (After hours, Holiday and Weekend Hours)	\$157.50
3	Hourly Rate for HVAC Supervisor/Foreman (Normal Business Hours)	\$105.00
4	Overtime - Hourly Rate for HVAC Supervisor/Foreman (After hours, Holiday and Weekend Hours)	\$157.50
5	Percentage Mark-up on Parts, Materials and Equipment (not to exceed 15%)	15 %

STAFF REPORT

DEPARTMENT: STORMWATER COMPLIANCE

SUBMITTED BY: KRAG WOODYARD

MEETING DATE: MAY 18, 2026

AGENDA ITEM

Renewal of Contract for Landscape Maintenance of Overpass Areas with Tri Scapes.

STAFF RECOMMENDATION

Approve the Renewal Contract of Landscape Maintenance of Overpass Areas with Tri Scapes in the amount of \$21,901.92 for the maintenance of overpass areas along the Bay Gall Creek.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$21,901.92

Included In Current Capital Budget: No

Appropriations: No

Account Title / Number	Dollar Amount
5604910 / 522200	\$21,901.92

External Funding Sources:

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

NOTE: "The City reserves the right to add and remove overpass areas at any time during the life of the contract or resulting extensions, with thirty (30) days' written notice. Additions and removals shall be added or decreased at a negotiated rate that has the mutual agreement of the City and the Contractor."

ITEM DESCRIPTION

LANDSCAPE MAINTENANCE OF THE FOLLOWING OVERPASS AREAS: RUSSELL PARKWAY, MOODY ROAD, WOODLAND DRIVE, SPRUCE STREET AND KIMBERLY ROAD. MAINTENANCE TO INCLUDE, MOWING, WEED EATING AND SPRAYING HERBICIDES WHEN NECESSARY. CONTRACTOR MUST BE AWARE NOT TO DISTURB STREAM BANK BUFFER AREAS WHEN PERFORMING MAINTENANCE. MAINTENANCE TO BE PERFORMED ON A QUARTERLY BASIS AS SPECIFIED ON EXHIBIT A.

ALTERNATIVES

Re-Bid the Work and Re-Train New Company of Maintenance Needs and Process.

ATTACHMENTS

1. SW 4651 EXHIBIT A 26-27 Warner Robins Pricing

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 Tri Scapes, LLC, and the City of Warner Robins, Georgia, whereby Tri Scapes, LLC will provide landscape maintenance services for designated City of Warner Robins overpass areas, including labor, materials, equipment, and qualified personnel, routine as needed maintenance, and full compliance with applicable laws and regulations to ensure safe, clean and well maintained conditions.

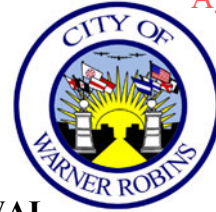
This 18th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



ANNUAL CONTRACT FOR SERVICES—RENEWAL

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

CONTRACTOR: Tri Scapes, LLC
1200 Bluegrass Lakes Parkway
Alpharetta, GA 3004

BID NO./TITLE: SW-4651 Annual Contract for Landscape Maintenance of Overpass Areas

This Contract is made and entered into this **18th** day of **May 2026**, by and between **TRI SCAPES, LLC.**, (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: Pursuant to Section 3 of the existing Contract, the City exercises its option to renew the Contract for one (1) additional one (1) year period. This renewal term shall commence on the effective date of **July 1, 2026 and expire on June 30, 2027**. Upon expiration of this renewal term, this Contract shall automatically renew for one (1) additional one (1) year 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. In no event shall the total duration of the Contract, including the initial term and all renewal terms, exceed three (3) 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:

Landscape maintenance services for designated City of Warner Robins overpass areas, including labor, materials, equipment, and qualified personnel, routine and as-needed

maintenance, and full compliance with applicable laws and regulations to ensure safe, clean, and well-maintained conditions.

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 as specified herein (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.

15.

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

CITY OF WARNER ROBINS

TRI SCAPES, LLC.

Signature: _____
LaRHONDA W. PATRICK
MAYOR

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

ATTEST: _____
MANDY STELLA
CITY CLERK

ATTEST: _____

Exhibit A

BID PRICE LIST

SW-4651 Annual Contract for Landscape Maintenance of Overpass Areas

Contract Term: July 1, 2026 – June 30, 2027

Vendor: Tri Scapes, LLC.

1200 Bluegrass Lakes Parkway, Alpharetta, GA 30004

Line #	Description	Quantity	Unit of Measure	Unit	Extended
1	Landscape Maintenance of Overpass Area located at Corder Road at Peacock Drive. Unit price is for one (1) quarterly service.	4	Each	\$607.70	\$2,430.80
2	Landscape Maintenance of Overpass Area located at Russell Parkway between Moody Road & Booth Road. Unit price is for one (1) quarterly service.	4	Each	\$836.36	\$3,345.44
3	Landscape Maintenance of Overpass Area located at Moody Road at South Pleasant Hill Road. Unit price is for one (1) quarterly service.	4	Each	\$836.36	\$3,345.44
4	Landscape Maintenance of Overpass Area located at Woodland Drive at Belaire Drive. Unit price is for one (1) quarterly service.	4	Each	\$607.70	\$2,430.80
5	Landscape Maintenance of Overpass Area located at Spruce Street at Pine Terrace. Unit price is for one (1) quarterly service.	4	Each	\$607.70	\$2,430.80
6	Landscape Maintenance of Overpass Area located at Kimberly Road at Fountain Park. Unit price is for one (1) quarterly service.	4	Each	\$1,979.66	\$7,918.64
				Total Price	\$21,901.92

Exhibit B

Scope of Services for Landscape Maintenance of Overpass Areas

Contractor shall be responsible for providing machinery, equipment, tools, materials, labor, supervision, transportation, insurance, proper safety measures, and all incidentals necessary to complete the required work as described herein.

Services include but are not limited to:

- Scope of work will consist of grass mowing-top of slopes, weed eating-side slopes and floor basin, removal of all debris/trash located in the work area to include top of slopes, side slopes and floor basin. **Note: Any land disturbance such as ground rutting or root tearing within the work area must be immediately graded and repaired with seed and straw approved by City of Warner Robins staff.**
- Each location must be serviced four (4) times per year in the following months: September, November, March, and June. **(Due to rapid growth and/or special event circumstances, additional mowing may be requested by the City of Warner Robins staff and coordinated with the contractor.)**
- Location of Overpass Areas (total 6) include:
 - Corder Road and Peacock Drive
 - Russell Parkway between Moody Road and Booth Road
 - Moody Road at South Pleasant Hill Road
 - Woodland Drive at Belaire Drive
 - Spruce Street at Pine Terrace
 - Kimberly Road at Fountain Park.

Maps have been provided showing the areas to be serviced for each location

- The City reserves the right to add and remove overpass areas at any time during the life of the contract or resulting extensions, with thirty (30) days' written notice. Additions and removals shall be added or decreased at a negotiated rate that has the mutual agreement of the City and the Contractor.
- Before and After pictures of work sites. These pictures must be submitted with each contractor invoice.
- All work must be completed within the calendar month of each of the service months specified, unless coordinated and approved by City of Warner Robins Staff.
- Contractor must perform all pesticide applications under the direct on-site supervision of a person with a current and active Georgia Commercial Pesticide Applicators License. The Contractor must take all precautions and safety measures required by the laws and regulations governing applications of pesticides. Said applications shall comply with all OSHA, State and

Local restriction. **Awarded Contractor must notify City of Warner Robins staff of Product Used and Time of Application.**

- Herbicide should be sprayed at various locations where rip-rap rock is located as identified/coordinated by City of Warner Robins staff and awarded contractor. Special care should be taken while spraying herbicide due to the nature of the work areas being located in a State Waterway.
- Site mowing will range from 10 feet to 960 feet on each side of each overpass/bridge area of Bay Gall ditch **(all distances are measured from the edge of the overpass/bridge area)**
- Many of these services will require work to be done by hand or with equipment that will not interrupt or damage the root systems along the top of slopes, side slopes or floor basin.
- No piles of vegetative matter, debris and collected trash will be allowed to left in the work area. All vegetative matter, debris and collected trash are to be removed and disposed of by the contractor immediately upon scope of work completion.
- All business and professional licensure, as well as safety credentials, must be submitted.
- Mowing/ Trimming/Edging Equipment/Safety Gear: The equipment and safety gear used shall be of sufficient type, capacity and quantity to safely and efficiently perform the mowing work specified in the scope of work.
- No vehicles or equipment storage shall take place on City of Warner Robins property
- Any damage to the roads, facilities, sewers, utilities, irrigation system, plant material or vegetation in the work area caused by the contractor shall be repaired at the expense of the contractor to the satisfaction of the City of Warner Robins staff.

STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT
 SUBMITTED BY: CHIEF WAYNE FISHER
 MEETING DATE: MAY 18, 2026

AGENDA ITEM

Obligated Annual Subscription Renewal for Software.

STAFF RECOMMENDATION

Approve the request as a continuation of an obligated account under annual subscription renewal for the software licenses.

BUDGET AND PROCUREMENT

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

Included In Current Operating Budget: Yes/No
 Total Project Cost: \$19,502.00
 Appropriations: Yes/No

Account Title / Number	Dollar Amount
1003210-521300	\$19,502.00

External Funding Sources:

Account Title / Number	Dollar Amount
NA	NA

ITEM DESCRIPTION

Leads online Subscription renewals for the following software agreements; Power-Plus Investigation Systems at \$13,742.00 and for Cell Hawk user licenses at \$5,760.00. Combined renewal invoiced amount total of \$19,502.00

ALTERNATIVES

Not approve the obligated license agreement fees which will result in the suspension of services of software and licensing which is needed to perform investigatory functions for the agency. This would critically impact operations in a negative fashion. Follow-on action would be to go through another procurement process in an attempt to source similar services from either the same provider or a competitor at unknown costs and deficit of services in the meantime.

ATTACHMENTS

1. Leads online Renewal Invoice

DRAFT



RENEWAL INVOICE

CUSTOMER:

Warner Robins Police Department
 PO Box 8629
 Warner Robins, GA 31095

INVOICE#: 425337

INVOICE DATE: 04/15/2026

AGENCY ID: 3801

TERMS: Net 30

UNIT:

Warner Robins GA PD

PO Number:

Qty	Scope of Services	Rate	Start Date	End Date	Amount
1	PowerPlus Investigation System	\$13,742.00	07/01/2026	06/30/2027	\$13,742.00
3	CellHawk User Licenses	\$1,920.00	07/01/2026	06/30/2027	\$5,760.00

<p>Payment is due within 30 days of renewal. Please notate your Agency ID 3801 and Invoice# 425337 on your payment.</p> <p>Questions? Contact us at (800) 311-2656 or support@leadsonline.com</p> <p>Please email Purchase Orders to accounting@leadsonline.com</p>	<p>Total Due: \$19,502.00</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------

REMIT BY CHECK:

LeadsOnline, LLC
 6900 Dallas Pkwy Ste 825
 Plano, TX 75024-4200

REMIT BY EFT/ACH:

JPMorgan Chase Bank
 Type: Checking
 Routing No: 111000614
 Account No: 865536111

IMPORTANT LINKS:

Download our W-9: www.leadsonline.com/w9
 Unique Entity ID: [DF6SC8ZMKCG3](https://www.leadsonline.com/entities/DF6SC8ZMKCG3)
 Credit Cards: www.leadsonline.com/payments

LeadsOnline Terms & Conditions:

Unless LeadsOnline and the Customer above have executed a written Agreement for the Service which governs this order, this order is subject to and governed by the terms and conditions located here ([LeadsOnline](#)) ([CellHawk](#)) ([NightHawk](#)). If, for any reason, you are unable to view the terms at the website given above, please contact your LeadsOnline representative. LeadsOnline may include a purchase order number on Customer's invoice solely for Customer's internal payment and record keeping processes. Any terms within any purchase order provided to LeadsOnline in response to a quote, order form, invoice or otherwise will not modify or enlarge the obligations or liabilities of either party.

FEES ARE EXCLUSIVE OF SALES, USE, WITHHOLDING, VAT, AND OTHER SIMILAR TAXES, AND IF REQUIRED BY LAW CUSTOMER IS RESPONSIBLE FOR PAYMENT OF SUCH TAXES. ANY TAXES REFERENCED AND/OR QUOTED ARE ESTIMATES ONLY, AND NOT ALL SERVICES AND/OR HARDWARE MAY BE SUBJECT TO TAXATION. FINAL TAX AMOUNTS WILL BE DETERMINED BASED ON APPLICABLE LAWS AT THE TIME OF INVOICING. CUSTOMER MAY PROVIDE A TAX EXEMPTION CERTIFICATE, IF APPLICABLE.

STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT
 SUBMITTED BY: CHIEF WAYNE FISHER
 MEETING DATE: MAY 18, 2-026

AGENDA ITEM

Purchase of vehicles for Police Department

STAFF RECOMMENDATION

Approve the Staff Report to allow for the purchase of two needed vehicles.

BUDGET AND PROCUREMENT

Budgeted Item: Yes
 Fiscal Impact: Yes
 Included In Current Capital Budget: No
 Included In Current Operating Budget: No
 Total Project Cost: \$45,000.00
 Appropriations: Yes

Account Title / Number	Dollar Amount
1003220.542200	\$24,911.00

External Funding Sources:

Account Title / Number	Dollar Amount
Insurance Recovery, Claim #010474-050663-AP-01	\$20,089.00

ITEM DESCRIPTION

Vehicle #1: Ford Explorer-Administrative needs. Ford Police Interceptor Utility equipment package. Vehicle is a 2021 model year with 71,900 certified miles on the odometer. Title is clear and not a salvage or rebuilt title. Cost of this vehicle is \$15,000.00 from approved vendor. This vehicle is replacing a fleet vehicle which was involved in a not at fault accident where the insurance settlement was for \$20,098.00. That vehicle was a 2020 Ford Interceptor Police Utility vehicle with 72,065 certified miles on the odometer.

Vehicle #2: Ford Explorer-Patrol vehicle needs. Vehicle is a Ford Police Interceptor Utility equipment package. Vehicle is a 2022 model year with 24,400 certified miles on the odometer. Title is clear and not salvage or rebuilt title. Cost of the vehicle is \$30,000.00 from approved vendor. This vehicle is a completely packaged out patrol vehicle to include emergency lights, siren, prisoner transport partitions,

Window barriers, dual long gun rack, rear storage vault systems. A new model year and similarly equipped vehicle would cost as outfitted at over \$70,000.00.

ALTERNATIVES

Alternative would be to not approve the request and continue to search for new vehicles at significant cost increases. Note. Vehicle #1 is as close as a direct replacement for a vehicle which was totaled out in a not at fault accident by another motorist.

ATTACHMENTS

1. Vehicle Invoice #00216 from Ray's Paint and Body Shop Auto Sales LLC for 2022 Ford Explorer
2. Vehicle invoice #00217 from Ray's Paint and Body Shop Auto Sales LLC for 2021 Ford Explorer
3. Gallagher Basset Services Claim report and paperwork for referenced Insurance Recovery where payment was submitted to the City.

DRAFT

GALLAGHER BASSETT SERVICES ASSIGNMENT SHEET

DATE ASSIGNED: 10/06/2025	
CLAIM # 010474-050663-AP-01	FILE # 4186-25
DATE OF LOSS: 06/08/2025	
INSURED / AGENCY: CITY OF WARNER ROBINS	
ADDRESS: P.O. BOX 8629, WARNER ROBINS, GA 31095	
CLAIMANT:	
ADDRESS:	
VEHICLE TYPE:	2020 FORD EXPLORER
VIN. NUMBER:	1FM5K8AB7LGB67168
DAMAGE:	PASSENGER SIDE FRONT
LOCATION: RAY'S PAINT AND BODY – 1627 E FALL LINE FREEWAY, REYNOLDS, GA 31076 - (478) 847-2442	
CONTACT: Brandy Bryan Holle – (478) 302-5436	
INSTRUCTIONS: Please inspect vehicle and provide an estimate and photos of damages.	

Submitted by Claims Adjuster:

Alexis Malone | Resolution Manager | Gallagher Bassett
Reporting Branch: Public Sector (291)
Mailing Address: PO BOX 2934, Clinton, IA 52733-2934
D: 847-631-6540 | **F:** 678-802-0591
E: Alexis.Malone@gbtpa.com
 Alternate Point of Contact:

Claim Summary

Owner: City of Warner Robins

2020 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Black

Insurance Company

Company:	GALLAGHER BASSETT SERVICES	Claim #:	010474-050663-AP-01
Claim Office:		Adjuster:	Alexis Malone
Address:		Policy #:	
Phone:			

Appraisal Company

Company:	Angler Auto Appraisal	Estimator:	Chris Davies
IA Office:	Jarrell Appraisal & Adjustment Company		
Address:	P.O. Box 61231 Savannah, GA 31420	Job #:	4186-25
Phone:	(912) 667-2701		

Vehicle Owner

Insured:	City of Warner Robins	Loss Type:	Collision
Owner:	City of Warner Robins	Business:	(478) 297-4182

Vehicle Information

2020 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Black

VIN:	1FM5K8AB7LGB67168	Production Date:	3/2020	Interior Color:	Black
License:	GV8092T	Odometer:	72,065	Exterior Color:	Black
State:	GA	Condition:	Good		
Primary Impact Point:	Right Front			Drivable:	No
Secondary Impact Point:					

Inspection Information

Place of Inspection:	Ray's Paint & Body
Address:	1627 Fall Line Fwy. Reynolds, GA 31076

Claim Summary

Owner: City of Warner Robins

2020 FORD Police Interceptor Utility Vehicle AWD (Fleet) 4D UTV 6-3.3L Flex Fuel Black

Estimate to Repair

Estimate	\$ 26,641.46
Taxable Subtotal	\$ 26,641.46
Tax	0.00
Non-Taxable Subtotal	\$ 26,641.46
Betterment	0.00
Deductible	0.00
Appearance Allowance	0.00
0% Negligence	0.00
Calculated Net Loss	\$ 26,641.46

LKQ Parts Not Included
 A/M Parts Included
 Opt OEM Parts Not Included
 Recond Parts Not Included

Total Loss Valuation

Vehicle Valuation	\$ 0.00
Supp. Taxable Adjustments	0.00
Taxable Subtotal	\$ 0.00
Tax	0.00
Supp. Non-Taxable Adjustments	0.00
Non-Taxable Subtotal	\$ 0.00
Owner Retained Salvage	0.00
Deductible	0.00
0% Negligence	0.00
Calculated Net Loss	\$ 0.00

Vehicle Valuation Request#

Settlement Information

Settlement Type:	Total Loss
Negotiated Settlement:	\$ 0.00
Settlement Outstanding:	\$ 0.00

Comments

VEHICLE INSPECTED AT REPAIR FACILITY.
 VEHICLE WAS IN AVERAGE CONDITION.
 VEHICLE HAS HEAVY DAMAGE TO RT FRONT.
 THE VEHICLE IS LOCATED AT RAY'S PAINT & BODY 1627 FALL LINE FWY. REYNOLDS, GA.
 THE VEHICLE IS A TOTAL LOSS.
 THIS CONCLUDES MY REPORT.

Events

6/8/2025		Loss occurred
10/7/2025	5:53 PM	Workfile Created. Comments: Workfile was created.
10/7/2025	6:08 PM	Payer Type updated - [None]
10/7/2025	6:08 PM	Insurance Company updated - GALLAGHER BASSETT SERVICES
10/7/2025	6:09 PM	Workfile converted to job
10/7/2025	6:09 PM	Requested Recycled Parts. Comments: On Demand request of Recycled Part data.
10/7/2025	6:09 PM	Recycled Parts added. Comments: Recycled Part data files added to the workfile.
10/7/2025	6:09 PM	First preliminary estimate line written.

JERRY WOODIE

P.O.Box 1228
WINDER, GA 30680
770-725-4387

wood-iappraisal@wood-iappraisal.comcastbiz.net

Vehicle Information

Vehicle: 2020 Ford Explorer Utility 4D Police AWD
3.3L V6
Reference #: 4186-25
Region: Southeastern
Period: June 8, 2025
VIN: 1FM5K8AB7LGB67168
Mileage: 72,065
Base MSRP: \$40,615
Typically Equipped MSRP: \$38,330
Weight: 0



J.D. POWER Used Cars/Trucks Values

	Base	Mileage Adj.	Option Adj.	Adjusted Value
Monthly Used				
Rough Trade-In	\$15,525	N/A	\$400	\$15,925
Average Trade-In	\$16,875	N/A	\$400	\$17,275
Clean Trade-In	\$17,975	N/A	\$400	\$18,375
Clean Loan	\$16,200	N/A	\$400	\$16,600
Clean Retail	\$20,150	N/A	\$450	\$20,600

Selected Options

	Trade-In/Loan	Retail
Rear Parking Sensors	\$75	\$75
Towing/Camper Pkg	\$325	\$375



Cars for Sale

CARFAX Reports

My Car Maintenance

Used Car Values

Research

Help



Log In

Sign Up



Check Availability



Hi, I'm interested in this car
Used 2020 Ford Explorer Police I...
\$19,958 | 74,755 mi

Your Contact Information

First Name

Last Name

ZIP Code

30257

Email

Phone Number (Optional)

Email me price drops and new listings for my search.

I agree to receive autodialed and/or prerecorded telemarketing calls/texts from or on behalf of CARFAX and/or seller at the mobile number provided above. I understand that consent is not a condition of purchase. I agree to creating an account subject to the Privacy Statement & Terms of Use



Near Washington, PA

NO ACCIDENTS REPORTED **GREAT VALUE**

Used 2020 Ford Explorer Police Interceptor

\$19,958 • 74,755 mi

\$2,822 below • \$22,780 CARFAX Value

Vehicle History

- No Accident or Damage Reported**
- Lease Use**
- CARFAX 1-Owner**
- Service History**

VIN: 1FM5K8AC2LGC83063 • Stock #: 25-457

Vehicle Highlights

- Body Style**
SUV
- MPG City/Hwy**
18/24
- Drive Type**
AWD
- Transmission**
Automatic
- Engine**
6 Cyl
- Fuel**
Gasoline



CARFAX Reports

Used Car Values

Research

Help

Top Features

- Towing Package
- Ecoboost
- Trailer Hitch
- Sync
- Dual Exhaust
- Third Row Seating
- Heated Mirrors
- Turbocharger
- Side Airbags
- USB Adapter
- 3-Point Seat Belts
- AM/FM
- Adjustable Steering Wheel

Seller Description

74K MILES - 1-OWNER - 400 HORSEPOWER 3.0L EcoBOOST - POLICE INTERCEPTOR - TOW PKG - Rear CAMERA - SYNC BLUETOOTH - Fully DETAILED and SERVICED with NEW PA Inspection/Emissions !! - See 30 Plu...

Window Sticker



Window stickers are standardized, allowing buyers to easily compare price, specs, safety equipment and more for multiple vehicles.

CARFAX Value

\$19,958

Listing Price

GREAT VALUE \$2,822 below \$22,780 CARFAX Value



What makes this vehicle a great value?

- ↑ No Accidents Reported
- ↑ 1-Owner Vehicle



Dealer Details

Premiere Auto Sales Inc
667 E Maiden St Washington, PA 15301

(724) 204-5540

Open Now





Cars for Sale

CARFAX Reports

My Car Maintenance

Used Car Values

Research

Help



Log In

Sign Up



1

Check Availability



Hi, I'm interested in this car

Used 2020 Ford Explorer Police I...

\$19,800 | 70,311 mi

Your Contact Information

First Name

Last Name

ZIP Code

30257

Email

Phone Number (Optional)

Email me price drops and new listings for my search.

I agree to receive autodialed and/or prerecorded telemarketing calls/texts from or on behalf of CARFAX and/or seller at the mobile number provided above. I understand that consent is not a condition of purchase. I agree to creating an account subject to the Privacy Statement & Terms of Use



Near Miami, FL

NO ACCIDENTS REPORTED

Used 2020 Ford Explorer Police Interceptor

\$19,800 · 70,311 mi

Vehicle History

- No Accident or Damage Reported
- N/A Vehicle Use
- N/A Number of Owners
- Service History

VIN: 1FM5K8AB6LGB12565 · Stock #: 20FPIU70K

Vehicle Highlights

- Body Style**
SUV
- MPG City/Hwy**
16/23
- Drive Type**
AWD
- Transmission**
Automatic
- Engine**
6 Cyl
- Fuel**
Flexible-Fuel
- Interior Color**
Black
- Exterior Color**
Black



CARFAX Reports

Used Car Values

Research

Help

- Third Row Seating
- Black Grille
- Turbocharger
- Tow Hooks
- Steel Wheels
- 12V Power Outlet
- 4 Speakers
- AM/FM
- Acoustic Windshield

Seller Description

Your search for an ULTRA SHARP Interceptor Utility stops here! This 2020 Ford Explorer Police Interceptor is definitely impressive! The AGATE BLACK METALLIC paint is in great shape and ULTRA GLOSSY! The SETINA push bar...

Window Sticker



Window stickers are standardized, allowing buyers to easily compare price, specs, safety equipment and more for multiple vehicles.

CARFAX Value

\$19,800

Listing Price

What are factors that affect this vehicle's value?

- ↑ No Accidents Reported
- ↓ Open Recall



Dealer Details

Torro Auto Brokers
12110 SW 114th Pl Miami, FL 33176

☎ (786) 458-8635



Estimated Payment Calculator



Cars for Sale

CARFAX Reports

My Car Maintenance

Used Car Values

Research

Help



Log In

Sign Up



Photos coming soon!

Check Availability



Photos coming soon!

Hi, I'm interested in this car

Used 2020 Ford Explorer Police I...

\$19,998 | 75,497 mi

Your Contact Information

First Name

Last Name

ZIP Code

30257

Email

Phone Number (Optional)

Email me price drops and new listings for my search.

I agree to receive autodialed and/or prerecorded telemarketing calls/texts from or on behalf of CARFAX and/or seller at the mobile number provided above. I understand that consent is not a condition of purchase. I agree to creating an account subject to the Privacy Statement & Terms of Use

Near Worcester, MA

NO ACCIDENTS REPORTED

Used 2020 Ford Explorer Police Interceptor

\$19,998 • 75,497 mi

Vehicle History

- No Accident or Damage Reported ▼
- Government Use ▼
- CARFAX 1-Owner ▼
- Service History ▼

VIN: 1FM5K8AW7LGA18181 • Stock #: 84-A18181

Vehicle Highlights

- Body Style**
SUV
- MPG City/Hwy**
23/26
- Drive Type**
AWD
- Transmission**
Automatic
- Engine**
6 Cyl
- Fuel**
Hybrid
- Interior Color**
Black
- Exterior Color**
Black

Top Features



CARFAX Reports

Used Car Values

Research

Help

- Front Stabilizer Bar
- 12V Power Outlet
- 4 Speakers
- AM/FM

Seller Description

WWW.METROWESTAUTOSALES.COM CALL 508-373-2300 or TEXT(SMS) 508-213-0508 · We are pleased to offer you this nice vehicle. It is in Excellent Condition inside and out. · Non-smoker previous owner(s). · This vehicle had...

Window Sticker



Window stickers are standardized, allowing buyers to easily compare price, specs, safety equipment and more for multiple vehicles.

CARFAX Value

\$19,998

Listing Price

What are factors that affect this vehicle's value?

- ↑ No Accidents Reported
- ↑ 1-Owner Vehicle
- ↑ Service History
- ↓ Open Recall



Dealer Details

MetroWest Auto Sales and Service
156 SW Cutoff Worcester, MA 01604

(508) 372-8766

Open Now



Estimated Payment Calculator

CUSTOMER COPY

VEHICLE INVOICE

RAY'S PAINT & BODY SHOP AUTO SALES LLC

P.O. BOX 1015
REYNOLDS GA 31076
478 847-2442

000217

SOLD TO: CITY OF WARNER ROBINS
ADDRESS 100 WATSON BLVD
WARNER ROBINS (HOUSTON COUNTY) GA 31093

DATE: 04/16/2026
Penalty #127

YEAR	MAKE	NEW/USED	STOCK NUMBER	MODEL	SERIAL NUMBER	KEY NUMBER	COLOR	MILEAGE
2021	FORD	USED		EXPLORER	1FM5K8A2B8MGB04579		BLACK	71850

POLICY NUMBER:
AGENT:

Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for any particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Sold AS-IS.

SELLING PRICE	15,000.00
Documentary Fee	
Sales Tax	
New Vehicle GA Wrgy Rights Act Fee	
Tag Fee	
Title Fee	
TOTAL CASH PRICE	15,000.00
Service Agreement	
Gap Agreement	
Other	
TOTAL TIME PRICE	15,000.00
SETTLEMENT:	
Customer Check #	
Customer Cash Dn Pmt (1)	0.00
Customer Cash Dn Pmt (2)	
Rebate (1)	
Rebate (2)	
Rebate (3)	0.00
Trade-in Allowance	0.00
Contract in Transit	
TOTAL	15,000.00

CUSTOMER SIGNATURE _____ DATE _____
DISCLAIMER

CUSTOMER COPY

VEHICLE INVOICE

RAY'S PAINT & BODY SHOP AUTO SALES LLC

P.O. BOX 1015
REYNOLDS GA 31076
478 847-2442

000216 ✪

SALESPERSON:

SOLD TO: CITY OF WARNER ROBINS
ADDRESS 100 WATSON BLVD
WARNER ROBINS (HOUSTON COUNTY) GA 31093

DATE: 04/16/2026
Penny #126

VEHICLE SOLD	YEAR	MAKE	NEW USED	STOCK NUMBER	MODEL	SERIAL NUMBER	KEY NUMBER	COLOR	MILEAGE
	2022	FORD	USED		EXPLORER	1FMSK8AB7NGA50189		BLACK	24385
VEHICLE TRADED									

SELLING PRICE

30,000.00

Documentary Fee _____
Sales Tax _____

New Vehicle GA Wnty Rights Act Fee _____

Tag Fee _____

Title Fee _____

TOTAL CASH PRICE

30,000.00

Service Agreement _____

Gap Agreement _____

Other _____

TOTAL TIME PRICE

30,000.00

SETTLEMENT:

Customer Check # _____

Customer Cash Dn Pmt (1) _____

Customer Cash Dn Pmt (2) _____

Rebate (1) _____

Rebate (2) _____

Rebate (3) _____

Trade-in Allowance _____

Contract in Transit _____

TOTAL

30,000.00

POLICY NUMBER:
AGENT: ,

CUSTOMER SIGNATURE

DISCLAIMER

DATE

Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for any particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Sold AS-IS.

STAFF REPORT

DEPARTMENT: CONVENTION & VISITORS BUREAU

SUBMITTED BY: LERA MONCRIEF

MEETING DATE: MAY 18, 2026

AGENDA ITEM

Approval of Invoice #3548 – RCS Productions & Entertainment, Inc.

Approval of Invoice #3548 submitted by RCS Productions and Entertainment Inc. for professional talent acquisition and production services related to the 2026 Independence Day Celebration and authorize payment in the amount of \$120,000.00 for artist fee deposits and production services.

STAFF RECOMMENDATION

Staff recommend approval of Invoice #3548 from RCS Productions and Entertainment Inc. for services provided under the approved 2026 Independence Day Celebration Event Production Services contract.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: Yes

Total Project Cost: \$257,000.00

Included In Current Capital Budget: No

Appropriations: Yes

Account Title / Number	Dollar Amount
CITY PROMOTIONS 2417550 #52322	\$120,000.00

External Funding Sources:

Account Title / Number	Dollar Amount
N/A	

ITEM DESCRIPTION

On February 2, 2026, Mayor and Council approved a resolution and contract with RCS Productions and Entertainment Inc. for 2026 Event Production Services. Section 3 of the approved contract, "Scope of Services," states that the contractor shall provide professional talent acquisition services.

Invoice #3548, dated May 13, 2026, includes artist fees for entertainment secured for the City of Warner Robins Independence Day Celebration scheduled for July 4, 2026, including Kool & The Gang and Phillip Phillips. The invoice also includes a production services deposit related to the event.

These services are consistent with the approved contractual scope for professional talent acquisition and event production services previously authorized by Mayor and Council. Staff has reviewed the invoice and determined the charges are appropriate and in accordance with the approved agreement.

ALTERNATIVES

- Approve the invoice as submitted.
- Deny approval of the invoice.

ATTACHMENTS

- Invoice #3548 – RCS Productions and Entertainment Inc.

DRAFT



RCS Productions
2312 Peachford Road Suite A
Atlanta, GA 30338
7703069155
stephen@rcsproductions.com
rcsproductions.com

INVOICE

BILL TO

Lera Moncrief
City Of Warner Robbins
99 North Armed Forces Blvd
Warner Robbins, GA 31093

INVOICE # 3548
DATE 05/13/2026
DUE DATE 06/03/2026
TERMS Net 21

ACTIVITY	QTY	RATE	AMOUNT
Artist Fees Warner Robins Independence Day Celebration July 4th , 2026	0.50	190,000.00	95,000.00
Artist Fee Deposits Kool & The Gang Phillip Phillips			
Production Services Warner Robins Independence Day Celebration July 4th , 2026	1	25,000.00	25,000.00
Production Services Deposit			

BALANCE DUE **\$120,000.00**

Ways to pay



[View and pay](#)

STAFF REPORT

DEPARTMENT: CITY ATTORNEY’S OFFICE
SUBMITTED BY: BRANDY HOLLE
MEETING DATE: MAY 18, 2026

AGENDA ITEM

Animal Limitation Waiver

Seeking approval for a waiver of the animal limitation as provided in City Code Sec. 5-20. – Waiver to animal limitations.

STAFF RECOMMENDATION

Approve the waiver for the applicant – applicant is an experienced pet owner already equipped to accommodate the medical needs of this canine rescue. There are no nuisance complaints related to their property or ownership of animals. Applicant wishes to adopt this animal to prevent him from being euthanized. Applicant has paid the \$100 waiver application fee showing his intention to save this canine.

BUDGET AND PROCUREMENT

Budgeted Item: No
Included In Current Operating Budget: No
Fiscal Impact: No
Total Project Cost: N/A
Included In Current Capital Budget: No
Appropriations: N/A

Account Title / Number	Dollar Amount
	0.00

External Funding Sources:

Account Title / Number	Dollar Amount
	0.00

ITEM DESCRIPTION

By adopting this medically needy canine rescue, it puts the applicant over the animal limitation number per the City’s Code. Applicant is prepared to provide adequate care ultimately saving Amir, one black and white unaltered male Husky.

ALTERNATIVES

Not approve the waiver and Amir will be euthanized.

ATTACHMENTS – waiver application, applicant statement and receipt

DRAFT

**STATE OF GEORGIA
CITY OF WARNER ROBINS**

RESOLUTION

BE IT RESOLVED that the Mayor and Council of the City of Warner Robins approve the attached Application for Animal Limitation Waiver submitted by Zachary Novak.

This 18th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

City of Warner Robins Application for Animal Limitation Waiver

Name: Zachary Novak

Address: 210 LOVORN CIRCLE

Warner Robins GA 31088

Phone Number: [REDACTED]

Approximate Lot Size (in acres): .29

Present Number of Dogs 5 Cats 1

Desired Number of Dogs 6 Cats 1

Describe how animals will be kept if application is approved (example: "dogs will be kept outside in a kennel" or "cats will be kept inside the house at all times"):

Dogs & cat have free roam of house & each have their own kennel as needed. Dogs let outside to a fenced yard. cat is indoor only.

Describe any special circumstances or needs, if any, relevant to this application:

See attached sheet

Do you plan on breeding these animals? NO

I swear or affirm that the information contained on this application is true and correct to the best of my knowledge and belief.

Zachary Novak
Signature of Applicant

Return to City Clerk (City Hall, 700 Watson Blvd.) with application fee of \$100.

Good Day City Council,

I first wanted to thank you for taking the time to review this application. At our house, we currently have five dogs and one cat, with four of the six adopted or entering our lives unexpectedly. Over time, due to medical conditions affecting both my wife and me, two of the dogs became emotional support animals, and our first attempt at a service dog flunked out. Later, we tried again, and he passed and is now my wife's mobility service dog. Without them, life would be much more difficult for all of us, especially me, being a disabled veteran; the dogs help every day, being constant companions. Since my wife and I cannot have kids, we see our animals as our kids, wanting to give them the best life possible. All of our animals, except one, are over eight years of age, and as time passes, we know they will cross the rainbow bridge much too soon. My wife found Amir at animal control and fell in love right away, and wanted to give him a chance at life and a good home, with his diagnosis of heartworms making it difficult to be adopted. Lastly, thank you for what you do and for your time in reviewing this matter.

Sincerely,

Zachary Novak

STAFF REPORT

DEPARTMENT: HUMAN RESOURCES
 SUBMITTED BY: KEN FENNELL AND MELANIE BYER
 MEETING DATE: MAY 18, 2026

AGENDA ITEM

Employee Promotions

Two 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: \$1,466

Included In Current Capital Budget: Yes or No

Appropriations: Yes/No

Account Title / Number	Dollar Amount
Daren Smith – 53-000-04300	\$1.7475 hourly increase
Chad Pierce – 10-006-03220	\$3.9523 hourly increase

External Funding Sources:

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

ITEM DESCRIPTION

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

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

ALTERNATIVES

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

ATTACHMENTS

1. Promotion Resolution

DRAFT

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-

Daren Smith, promoted from UT Maintenance Crew Leader (Water), Job Class #909, Grade 15, Utility Department to Assistant UT Maintenance Supervisor (Water), Job Class #947, Grade 16, Utility Department, to be effective May 25, 2026.

-2-

Chad Pierce, promoted from Police Officer, Job Class #633, Grade 602, Police Department to Police Sergeant, Job Class #635, Grade 605, Police Department, to be effective May 25, 2026.

This _____ day of _____, 2026

By: _____
LaRhonda W. Patrick, Mayor

ATTEST:

Mandy Stella, City Clerk

STAFF REPORT

DEPARTMENT: POLICE DEPARTMENT
 SUBMITTED BY: CHIEF WAYNE FISHER
 MEETING DATE: MAY 18, 2026

AGENDA ITEM

Surplus

STAFF RECOMMENDATION

Approval of transfer of item to Sgt. Paul Peck who officially will retire on May 24, 2026, with 17 years of faithful service. Past practice and tradition is the retirement of service weapon, or back up weapon to the retiring police department member in recognition of their service. Sgt. Peck has served as a career member to the WRPD serving in the roles of Patrol Officer, Detective, Detective-Sergeant, and lastly in his role in Uniformed Operations as a Squad Sergeant.

BUDGET AND PROCUREMENT

Budgeted Item: Yes/No

Fiscal Impact: Yes/No

Total Project Cost: \$00.00

Included In Current Capital Budget: Yes or No

Appropriations: Yes/No

Included In Current Operating Budget: Yes/No

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

External Funding Sources:

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

ITEM DESCRIPTION

Issued Glock 47, Serial Number CBLA359

ALTERNATIVES

Alternative would be to break from a long-standing tradition in honoring the retiree with their service weapon. Value of the items is less than \$500. 00.

ATTACHMENTS

DRAFT

**CITY OF WARNER ROBINS
COUNTY OF HOUSTON
STATE OF GEORGIA**

R E S O L U T I O N

WHEREAS, the City of Warner Robins is owner of certain items of personal property more particularly described in Exhibit "A" attached hereto; and

WHEREAS, said items are no longer needed for public use or have become unusable for the purpose intended; and

WHEREAS, it is in the best interest of the City that said items be declared surplus; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Warner Robins that the value of each individual item on the said Exhibit "A" is less, than Five Hundred (\$500.00) Dollars.

BE IT FURTHER RESOLVED that said property be sold in accordance with the laws of the State of Georgia.

This 18th day of May 2026.

CITY OF WARNER ROBINS, GEORGIA

BY: _____
**LaRHONDA W. PATRICK
MAYOR**

ATTEST:

**MANDY STELLA
CITY CLERK**

Exhibit "A"

Glock Model 47, Serial Number CBLA359

DRAFT

STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JEREMY FERMIN

MEETING DATE: MAY 18, 2026

AGENDA ITEM

Promotion of America 250 and Independence Day Celebration Events - Cox Communications

Consideration of an agreement with Cox Media to provide advertising and promotional services for the City of Warner Robins' America 250 events and Independence Day Celebration.

STAFF RECOMMENDATION

Approve as presented an agreement with Cox Media for advertising and promotional services for the America 250 and Independence Day Celebration and authorize the Mayor to execute all necessary documents.

BUDGET AND PROCUREMENT

Budgeted Item: Yes

Included In Current Operating Budget: Yes

Fiscal Impact: No

Total Project Cost: \$30,000.00

Included In Current Capital Budget: Yes

Appropriations: Yes

Account Title / Number	Dollar Amount
Communications 1001320-523200	\$30,000.00

External Funding Sources:

Account Title / Number	Dollar Amount
NA	

ITEM DESCRIPTION

The proposed advertising agreement with Cox Media is to promote the City's America 250 Series and Independence Day Celebration from May through July 2026. The campaign is designed to increase public

awareness, drive attendance, and position Warner Robins as a regional destination for America's 250th anniversary celebrations.

The proposed campaign utilizes a multi-platform advertising strategy that combines traditional television advertising with digital and streaming media to reach residents and visitors across Middle Georgia. Advertising placements would include:

- Traditional cable television commercials on networks such as ESPN, CNN, HGTV, Food Network, Hallmark, BET, and Nickelodeon
- Streaming advertisements through Amazon Prime Video and partner platforms such as Amazon Prime, Amazon Fire TV, Twitch, HBO Max, Peacock, and Paramount.
- YouTube video advertising
- Facebook and Instagram social media advertising
- Digital display/banner advertising across websites and online platforms

The campaign specifically targets adults ages 21+ and families with children and includes promotional support for several America 250 events, including the Take Flight Tour, Wellston Winds Concert Program, special performer announcements, and the City's Independence Day Celebration.

The total proposed investment is \$30,000 and includes:

- Television advertising
- Streaming and digital advertising
- Social media promotions
- Creative design services
- Campaign reporting and performance tracking

In addition to the paid campaign, Cox Media is providing approximately \$8,525 in added-value promotional support at no additional cost to the City, including:

- 672 Weather Channel crawl advertisements
- 175 Public service announcement (PSA) television spots

Cox Media was identified as the recommended vendor due to its existing partnership with the City as the local cable provider, its ability to provide both traditional and digital advertising services under one campaign, and its strong regional market reach throughout Middle Georgia. The proposal also includes audience targeting, creative services, and campaign analytics to help maximize the effectiveness of the City's advertising investment.

ALTERNATIVES

Reduce amount and direct staff to reevaluate, which would impact the start date of event promotion, or deny request and forego paid advertising.

ATTACHMENTS

1. Cox Advertising Agreement

**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 services agreement (“Agreement”) between Cox Media, and the City of Warner Robins, Georgia (“Customer”), whereby Cox Media will provide cable, display, social and streaming advertisement.

This 18th day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk



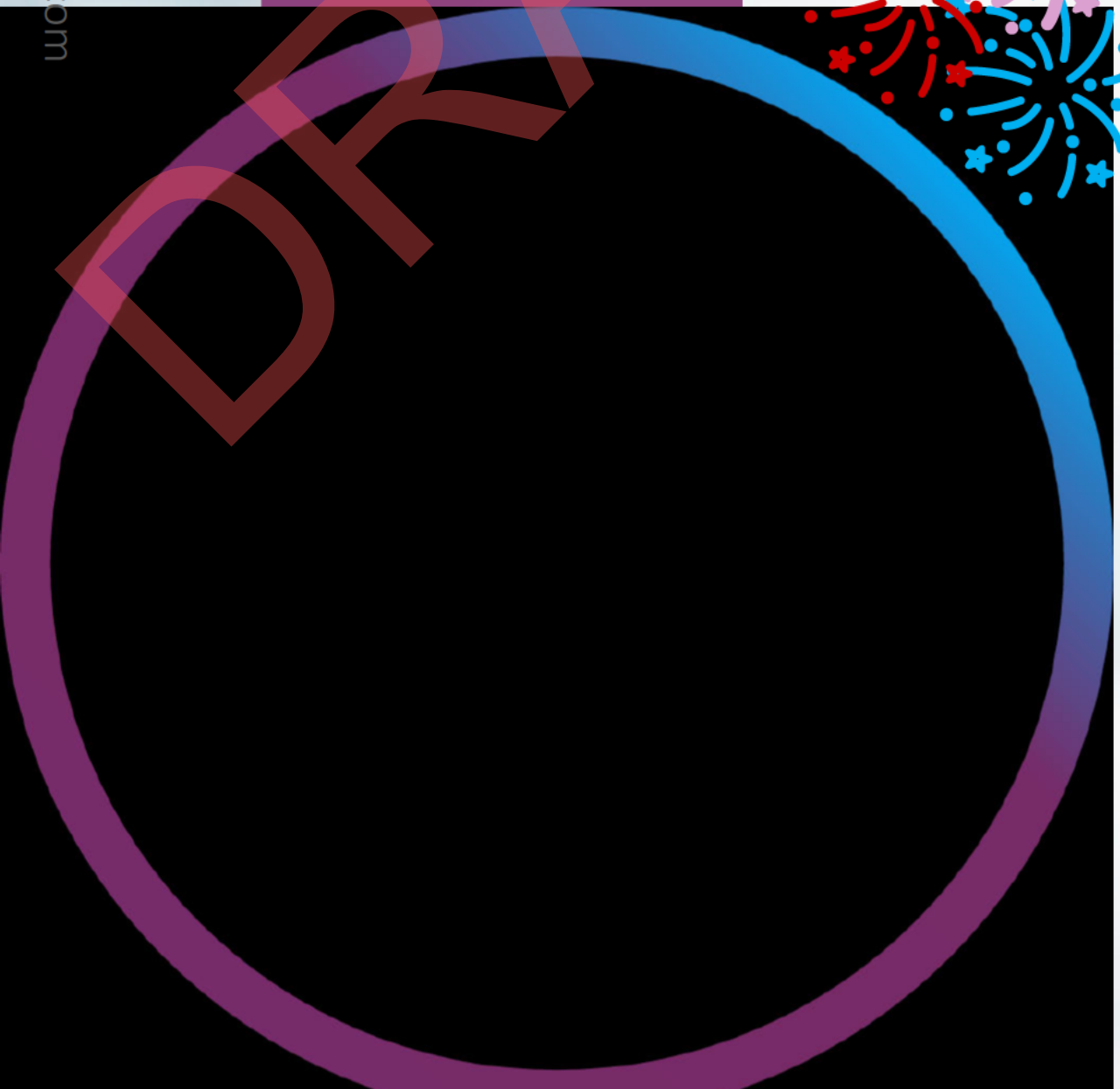
Cox Media Digital Presentation

May 2026



Andrea Carter Freeman
478.972.2333
Andrea.freeman@coxmedia.com

COX
MEDIA



Maximize Impact with Traditional TV + Streaming

While **traditional TV** remains the dominant force in video viewership, **streaming** has become an essential part of our media landscape.

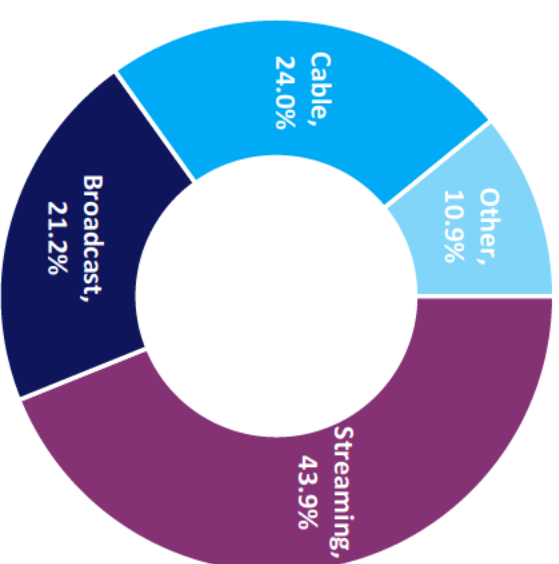
- **Expanded Audience Reach:** Traditional TV provides broad, mass-market exposure, while streaming captures highly engaged digital audiences. This dual approach ensures your brand connects with all viewers, wherever they're watching.
- **Greater Engagement & Brand Recall:** Viewers spend 3X more time with ads aired on both TV and streaming versus streaming alone. Increased exposure drives stronger awareness and recall.
- **Higher Purchase Intent & Conversion:** Ads running across both traditional and streaming lead to an 18% lift in purchase intent. A multi-platform approach ensures your brand stays top-of-mind when consumers are ready to take action.



The Gauge™
Nielsen's Total TV and Streaming Snapshot

Sept 2024 - Sept 2025 Average

Total Daily | Persons 2+



Methodology available @ www.nielsen.com/theGauge
Source: Nielsen National TV Panel plus Streaming Platform Ratings
Copyright © 2025 The Nielsen Company

Source: 2023/2024 season stats: [businesswire.com](https://www.businesswire.com), comcastadvertising.com.

Source: Nielsen

Traditional Television
 Connect with valuable audiences at scale. Make the most of live sports, priority programming, and affluent viewers in your advertising strategy.

DMA: Macon													
Zone: Middle GA Interconnect, GA (9090)													
BET★	BET	Rotation	MTWTFSS	06:00AM	08:00PM	05/18/26	07/04/26	7	81	:30	\$15.40	573	\$8,000.63
BET★	BET	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	6	:30	\$3.50	42	\$147.00
BET★	BET	Rotation	MTWTFSS	06:00PM	12:00AM	05/18/26	07/04/26	7	6	:30	\$3.50	42	\$147.00
CNN	CNN	Rotation	MTWTFSS	06:00AM	06:00PM	05/18/26	07/04/26	7	5	:30	\$17.08	35	\$597.80
ESPN	ESPN	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	6	:30	\$32.00	42	\$1,344.00
ESPN	ESPN	Rotation	MTWTFSS	06:00PM	12:00AM	05/18/26	07/04/26	7	6	:30	\$37.50	42	\$1,575.00
FOOD	FOOD	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	6	:30	\$15.15	42	\$636.30
FOOD	FOOD	Rotation	MTWTFSS	06:00PM	12:00AM	05/18/26	07/04/26	7	6	:30	\$20.00	42	\$840.00
FOX NEWS	FXNC	Rotation	MTWTFSS	06:00AM	06:00PM	05/18/26	07/04/26	7	5	:30	\$33.75	35	\$1,181.25

Traditional Television

Connect with valuable audiences at scale. Make the most of live sports, priority programming, and affluent viewers in your advertising strategy.

Station	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	6	:30	\$3.50	42	\$147.00
HALL	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	6	:30	\$3.50	42	\$147.00
HGTV	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	6	:30	\$17.69	42	\$742.98
MSNOW	Rotation	MTWTFSS	06:00AM	06:00PM	05/18/26	07/04/26	7	5	:30	\$14.58	35	\$510.30
NICK	Rotation	MTWTFSS	09:00AM	12:00AM	05/18/26	07/04/26	7	9	:30	\$1.00	69	\$69.00
NICK	Rotation	MTWTFSS	06:00AM	08:00PM	05/18/26	07/04/26	7	9	:30	\$1.00	63	\$63.00

Total Spots: 573
Total Cost: \$8000





The largest ad-supported streaming service that's highly engaged



130 MM+

Average US monthly ad-supported reach¹

+20 %

Ad-supported viewing hours per customer increased +20% in 2025 YTD (Feb-Oct) vs. same period last year²

+40 %

Prime Video US social engagements are up +40% YTD (2025 vs. 2024)³
Both owned and organic

DR

Source: (1) Amazon Internal, avg. monthly Feb-Oct 2024, US; (2) Amazon Internal Data, U.S. PWA SVOD Ad Tier HFC, Average Monthly Feb to Oct 2025 vs. 2024 % Change; (3) Meltwater Radarly, Prime Video, U.S. Organic and paid social engagement actions on selected posts (i.e., likes, reposts, comments, shares, favorites), Jan to Oct 2025 vs. 2024 % Change.

Streaming-Amazon & Partners

Amazon & Partners enables advertisers to reach **audiences at scale** through a network-style approach, combining advanced targeting capabilities with **premium streaming environments and a broad range of viewing options.**

What You Can Expect:

- Utilize Amazon's first party data for contextual, behavioral, demographic, and geographic targeting
- :15s, :30s Spot Options
- Amazon & Partner Inventory Includes:
 - Amazon Prime Video viewers for non-original content, Prime Video Watch For Free viewers, Amazon Video Fast Channels, Fire TV Channels, Twitch, and Amazon Publisher Direct inventory (such as third-party apps like Max, Peacock, and Paramount+)



Twitch Audience in the US

PERCENT OF VIEWERS WITH THESE INTERESTS

Gaming	77%
Technology	72%
Music	71%
Food & Drink	65%
Cooking	61%
Television	60%
Films / Cinema	55%
Science	54%

INDICES

Tech Savvy

Follow the latest technology trends and news 167 Index

Early Adopters

Buy new tech products as soon as available 194 Index

Pioneers

Like to be the first to try new things 150 Index

Influencers

Tell their social circle about new products 121 Index

Ad Receptive

Tend to buy brands they've seen advertised 141 Index

Monthly Unique Viewers

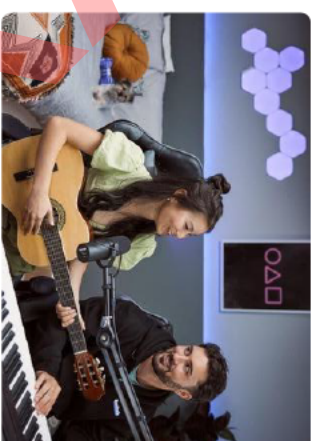
45.9M

Monthly Hours Watched

3.3M

Avg daily hours watched (per user)

4h24m



Over 20% of Twitch content is non-gaming content, driven by lifestyle content such as Music, Art and Sports.



Females make up 43% of Twitch's overall viewer base, and 42% of females in the US consider themselves gamers.



31% of Twitch viewers 18-49 are parents of at least one child.

43%

Female


57%

Male



YouTube


YouTube empowers everyone to share their voice and **engage audiences**. Combined with Cox Media's video-first products, its unique combination of video access, sharing, and community **ensures effective reach**.

 **Tap Into Scale** YouTube is the second most visited site after Google

 **Reach Engaged Audiences** 81% of Americans use YouTube

 **In-Stream & In-Feed Video**

 **Backed by Google Data**

 **Targeting:** Young Adults (21+) or Families/Parents with kids

 **YouTube Channel Required***



YouTube: Built for Scale and Performance

Structured to drive measurable business impact



Full-Funnel Strategy

YouTube supports awareness, engagement, and conversion within one structured framework—aligning campaigns directly to measurable business goals.



Massive Reach, Modern Viewing

With 2.85B monthly users and leadership in U.S. TV-screen watch time, YouTube connects brands with audiences across every screen.



Performance at Every Stage

Campaigns can be optimized to Cost Per View, Click, or Conversion—ensuring your investment aligns with visibility, traffic, or revenue-driven objectives.



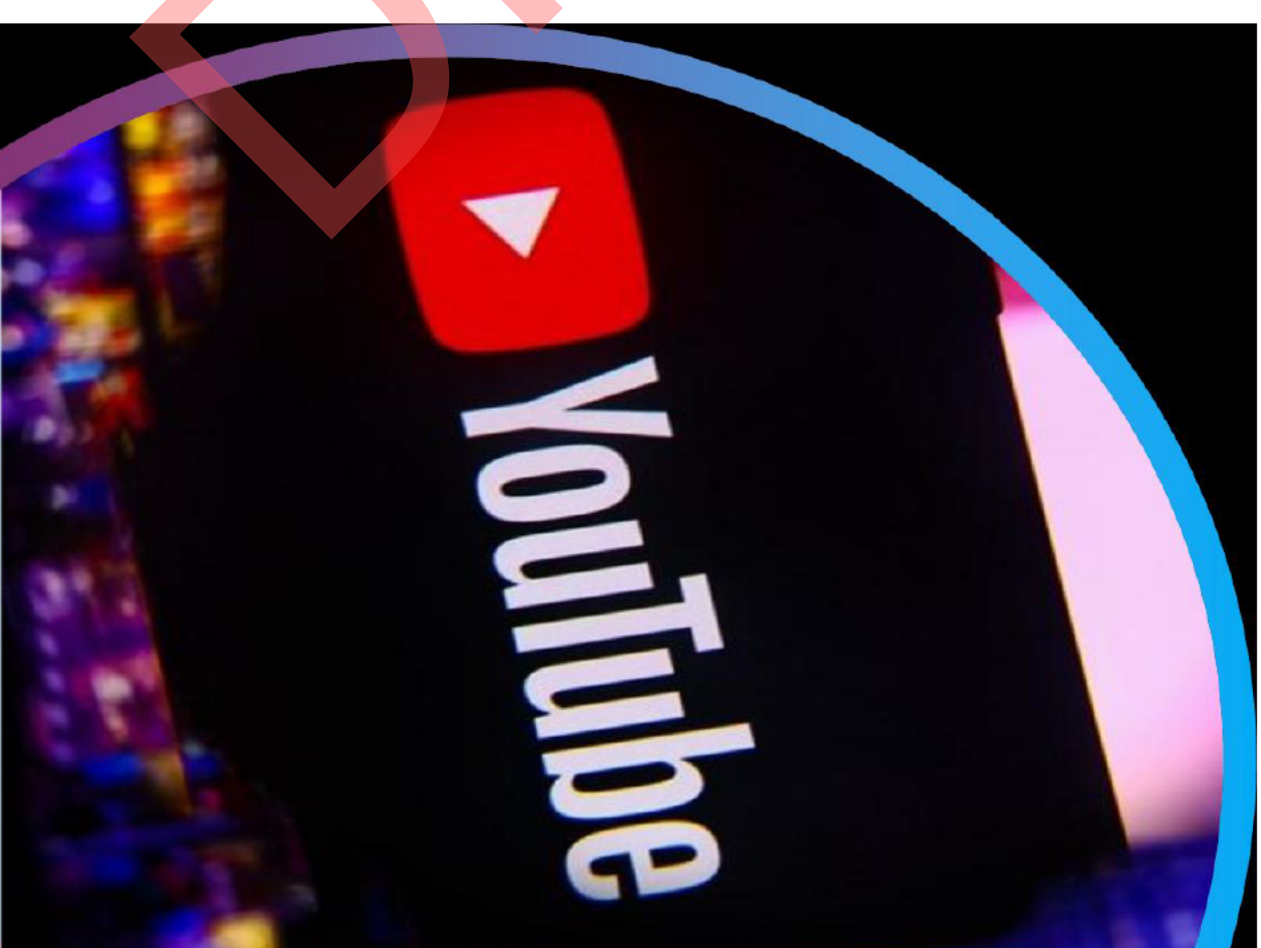
Flexible, Budget-Based Buying

Rather than purchasing fixed impressions, campaigns optimize dynamically within your budget—driving stronger performance based on real-time signals.



Precision Targeting with Purpose

Reach audiences by keywords, contextual categories, behaviors, and retargeting—placing your message in relevant environments aligned to consumer intent.



92% of U.S. Internet Users Aged 16 to 64 Are Using Social Media



Social

Place your brand directly in the hands of consumers – whether they’re sharing, engaging, or commenting on posts amongst their social media circle using **Facebook and Instagram.**

What You Can Expect:

- Drive Brand Awareness:
 - In-Feed, In-Stream, Marketplace, Story or Messenger Ads
- Reach Your Customers
- Image, Video, or Carousel Ad Formats
- Optimize for Success
- Targeting That Meets Your Needs:
 - Young Adults (21+) or Families/Parents with kids

Creative-Each campaign will need (1) completed single-image ad-Total of 4 Campaigns



Display

Influence buying behavior by delivering your brand message to **the right person, at the right time, on any screen**. Inspire consumers to act by increasing brand consideration and awareness.

What You Can Expect:

- Increase Brand Recognition
- Enhance Your Frequency with the Right Audiences
- Brand Safety
- Cost Effective Advertising
- Targeting That Meets Your Needs:
Young Adults (21+) or Families/Parents with kids

Creative-Each campaign will need (1) display ad banner set (5 static image set)-Total of 4 Campaigns

City of Warner Robins Agreement



Flight Dates 05/06/2026 through 07/04/2026

Product **Product/Targeting Details**

Quantity

Net Budget

Tactics &

Amazon & Partners Young Adults (21+) or Families/Parents with Kids

157,895 est. impressions

\$6,000

Estimated

Facebook/Instagram Young Adults (21+) or Families/Parents with Kids

833,333 est. impressions

\$5,000

Impressions

YouTube Young Adults (21+) or Families/Parents with Kids

41,667 est. views

\$5,000

Display Young Adults (21+) or Families/Parents with Kids

400,000 est. impressions

\$4,000

Television BET, CNN, ESPN, FXNews, Food HGTV, Hall, Nick

573 est. spots

\$8,000

Creative Services Includes 4 display sets & 4 single-image social sets

Production Fee

\$2,000(\$1000 in Added Value)

EVENTS FOR CREATIVE: Take Flight Tour, Wellstone Winds Concert Band, Special Performer Announcement, Independence Day

Weather Channel *Crawl on Weather Channel-Macon, WR, M'ville, Dub Crawl*

96 per week/ total 672 Crawls

\$0-Added Value(\$3150 Value)

PSA's:-30 spots *Macon & Warner-ROS*

25 per week/175 :30 spots total

\$0-Added Value(\$4375 Value)

Investment \$30,000 campaign total

(Total Added Value: \$8,525)

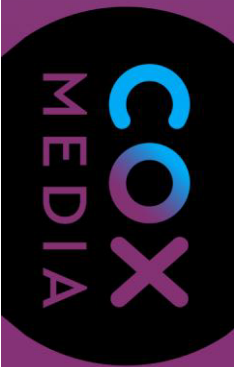
Name _____

Title _____

Signature _____

Date _____

Cox Media specifically disclaims and makes no representations and warranties of any kind, expressed or implied regarding ratings, impressions, clicks or any other estimate of the number of homes, viewers, etc. exposed to a campaign. Impressions are estimates as CPMs can vary based on demand. Cox Media is not permitted to target or exclude ads related to housing, employment and credit opportunities directed to persons based on the following sensitive categories: ethnicity, race, religion, sexual orientation, age, gender, marital status, parental status, disability or ZIP code. All services provided by Cox Media are subject to the terms and conditions set forth at <http://commedia.com/terms-conditions> (the "Cox Media Ts&Cs"). The Cox Media Ts&Cs are subject to change from time to time. Customer acknowledges receipt of, has read, and agrees to and accepts Cox Media Ts&Cs by signing this Agreement and/or by receiving the services Cox Media provides.



City of WR Timeline for Linear Cable

Flight Dates 05/18/2026 through 07/04/2026

Campaign	Run Dates	Creative Due Date
Take Flight Tour-6/4-6/14	5/18-6/14/26	5/14/2026
Wellston Concert Program-6/28	6/9-6/28/26	6/4/2026
4 th July Special Performer-TBD	TBD	
Independence Day Celebration-7/4	6/12-7/4/26	6/9/2026

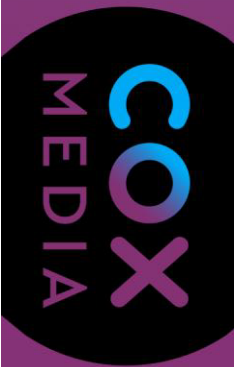
Name _____

Title _____

Signature _____

Date _____

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City of WR Timeline for Display/Social/Streaming

Flight Dates 05/18/2026 through 07/04/2026

Campaign	Run Dates	Creative Due Date
Take Flight Tour-6/4-6/14	5/18-6/14/26	5/8/2026
Wellston Concert Program-6/28	6/9-6/28/26	6/1/2026
4 th July Special Performer-TBD	TBD	
Independence Day Celebration-7/4	6/12-7/4/26	6/4/2026

Name _____

Title _____

Signature _____

Date _____

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The Weather Channel Crawl

High Frequency. High Impact. Affordable. Relevant.

280 Characters

Runs 96 times per week during 'Local on the 8s'

ADDED VALUE



DISPLAY CREATIVE RATES: Packages & Add-Ons

PACKAGES

Static Display Package \$500

Includes: (1) display ad banner set (5 static image set)

- Access to stock image library (Premium stock images would be an add-on option)
- Creative consultation
- Edit: 3 hours

Time Frame: 3-5 business days from receipt of all assets

Revisions: 1 round included

**Display Size Options: 300x250, 728x90, 160x600, 320x50, 300x50, 300x600, 970x250, 970x90*

Single Image Social Media Package \$250

Includes: (1) completed single-image ad

- Ad copy
- Access to stock image library (Premium stock images would be an add-on option)
- Creative consultation
- Edit: 2 hours

Time Frame: 3-5 business days from receipt of all assets

Revisions: 1 round included

**Social Size Options: 1080x1080, 1080x1350, 1080x1920, 1920x1080*

Animated Display Package \$750

Includes: (1) display ad banner set (5 animated image set)

- Access to stock image library (Premium stock images would be an add-on option)
- Creative consultation
- Edit: 5 hours

Time Frame: 3-5 business days from receipt of all assets

Revisions: 1 round included

**Display Size Options: 300x250, 728x90, 160x600, 320x50, 300x50, 300x600, 970x250, 970x90*

Social Carousel Package \$500

Includes: up to (5) cards

- Ad copy
- Access to stock image library (Premium stock images would be an add-on option)
- Creative consultation
- Edit: 4 hours

Time Frame: 3-5 business days from receipt of all assets


Revisions: 1 round included

À LA CARTE SERVICES

Premium Stock Imagery Add-On	\$100
Display Ad Resizing (no redesign, just scale)	\$50

DISCLAIMERS & TERMS

- [Click here for Terms and Conditions.](#)
- Cox Media reserves the right to postpone or reschedule any photo or video shoots in the event of bad weather. Canceled shoots without a rescheduled date may incur additional charges.

- Photoshoots are to be coordinated by client. 10 edited selects (chosen by Cox Media) will be delivered to client within 30 days of photoshoot via download link valid for two weeks, unless otherwise notated.
-  Click to view package creative examples.

Transparent Reporting

Our work doesn't end once your campaign is up and running. We provide accurate reporting on key metrics, monitor performance and optimize your campaign to maximize ROI. You can expect:



Clarity

Reporting that is straightforward and easy to understand.



Integrity

Insights that reflect the true performance of your campaign.



Results

Optimization that delivers the results you need.



Detail

Campaign report metrics include but are not limited to:

- Impressions
- Clicks
- Performance by Device
- Video Completion Rate
- Performance by Platform/Domain
- Performance by Creative
- Conversions (If Tracking Applied)



APPENDIX

DRAFT

Middle Georgia Interconnect Zone

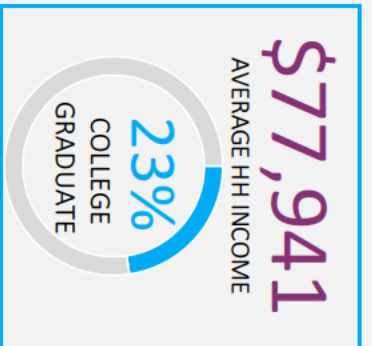
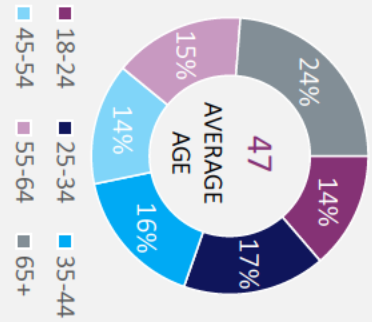
Households: 44,718 | Syscode 9090



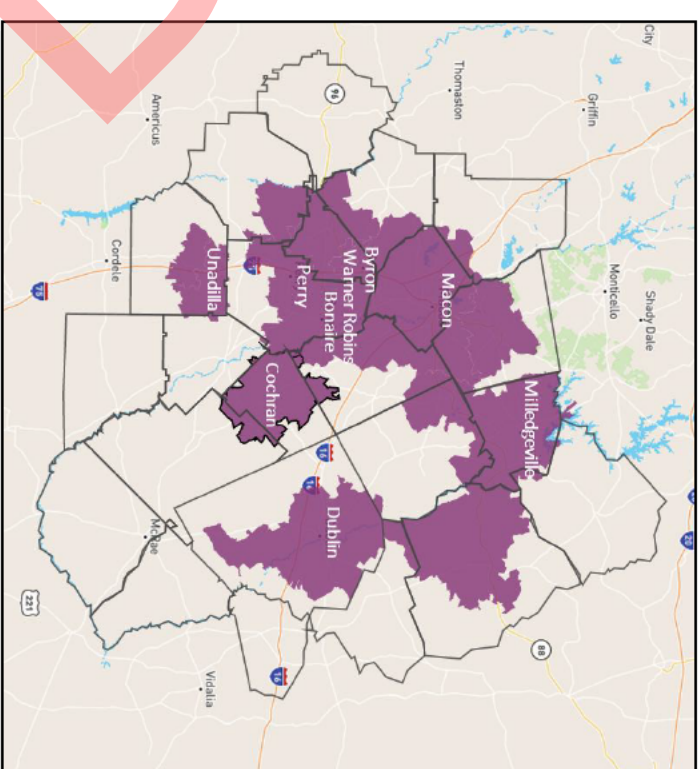
ZIP CODES, CITIES & INSERTABLE NETWORKS

Sys Code	City	Sys Code	City	Sys Code	City
31201	Macon	31020	Dry Branch	31069	Perry
31204	Macon	31088	Warner Robins	31030	Fort Valley
31206	Macon	31093	Warner Robins	31057	Marshallville
31207	Macon	31098	Warner Robins	31091	Unadilla
31210	Macon	31028	Centerville	31070	Pinehurst
31211	Macon	31005	Bonair	31014	Cochran
31216	Macon	31047	Kathleen	31021	Dublin
31217	Macon	31069	Perry	31027	East Dublin
31220	Macon	31008	Byron	31061	Millidgeville
31052	Lizella	31030	Fort Valley	31032	Gray
31082	Sandersville	31089	Tennille	31031	Gordon

CONSUMER PROFILE



COVERAGE AREA



Source: Macon DMA, July 2024 VIP, 4Q 2024 household universe estimates, based off of Nielsen July 2024 U.S. DSPH Sub Count provided by Amperand 10/01/24. Cox Media does not warrant the accuracy of any subscriber numbers, universe estimates, coverage maps, zip code lists, or any other indications of the number of viewers that may watch your ad. Your ad may be viewable only by analog or digital customers, a certain tier, or a portion of the area covered by the Interconnect or system headend. Universe and coverage estimates are subject to change without notice and may not reflect carriage limitations for individual networks. Contact Cox Media for details. Scarborough Macon, GA DMA, 2024 2024 Release 2 Total (Oct23 -Jan24/Jan-Jul 2024). A18+Bases: zips in the Middle Georgia Interconnect Zone

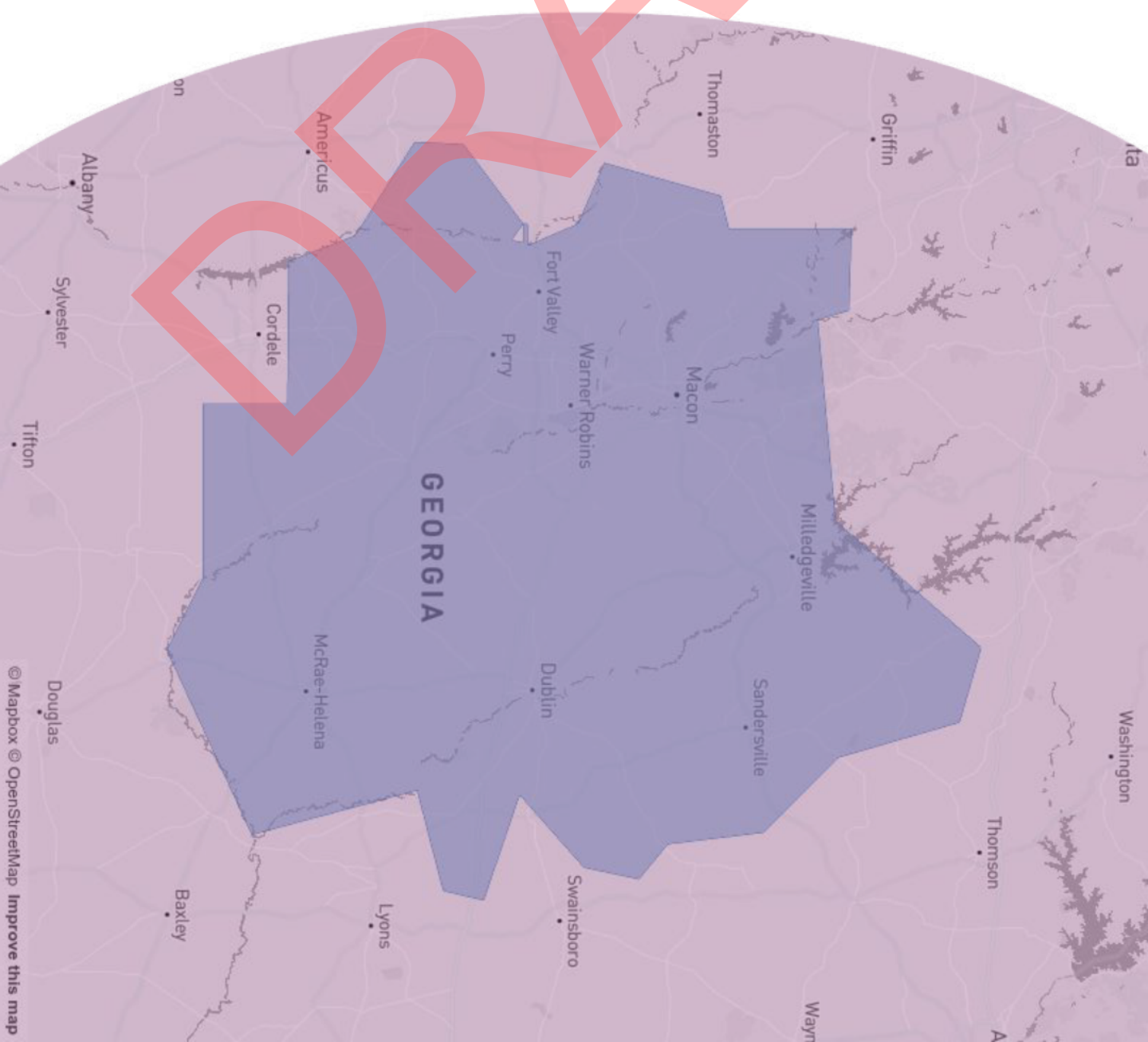
Reaching Your Customer

Cox Media uses Geographic Targeting to deliver your ads to consumers in your neighborhoods, minimizing ad waste.

Target by: DMA

Macon, GA

***TBD-May adjust to add Albany area



CREATIVE SPECS: *Online Video and Streaming*

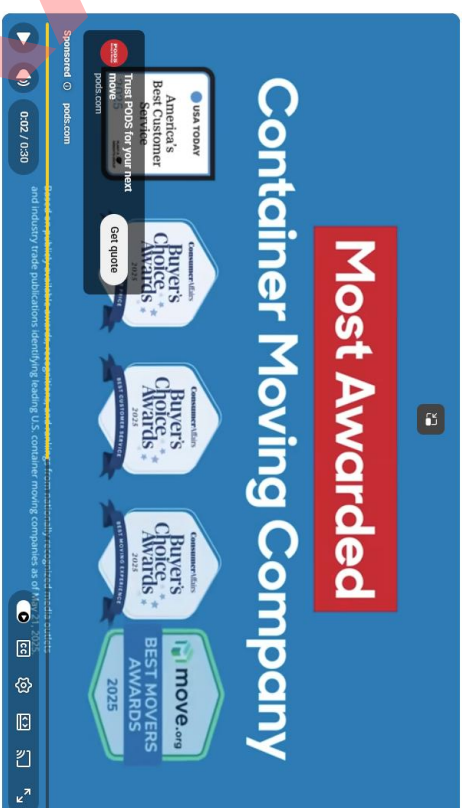
STREAMING

Video Size	1920x1080
Length (Varies by Campaign)	:06, :10, :15, :20, :30, :45, :60, :75
File Size	Max 200 MB
File Format	MP4
Video Codec	H.264
Video Bit Rate	22 mbps
Audio Codec	AAC
Audio Bit Rate	192 kbps
Frame Rate	29.97
Additional Notes	No color bars, slates, or black frames allowed.

YOUTUBE

Headline	Max 40 characters
Long Headline	Max 90 characters – used in the in-feed video ad format
Description	Max 90 characters
Business Name	Max 25 characters – YouTube will default to YouTube channel name
Additional Notes	For Cox Media to run YouTube commercials, the commercials must be hosted on the respective business's YouTube channel. For businesses that need to create a new, private YouTube channel, please follow these instructions .

YOUTUBE EXAMPLES



IN-STREAM

IN-FEED



STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: MAY 18, 2026

AGENDA ITEM

Consideration Of Grant Procedures And Monitoring Policy

Consideration of adopting a policy and standard operating procedures for the application, management, and reporting of grants from outside agencies and organizations to the City of Warner Robins.

STAFF RECOMMENDATION

Adopt as presented a Grant Monitoring Policy and standard operating procedures for the application, management, and reporting of grants from outside agencies and organizations to the City of Warner Robins 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 resulting from the adoption of the policies and procedures as presented.

ITEM DESCRIPTION

The City of Warner Robins currently lacks formal policies and procedures governing the application for, management of, and reporting related to financial grants originating from outside agencies and organizations. This is a material weakness that jeopardizes the City's eligibility for certain grant opportunities, especially those either directly from or involving funds originating from federal government agencies.

To remedy this, Staff has prepared policies and procedures based on best management practices and feedback from federal granting agencies.

ALTERNATIVES

Should the Mayor and City Council not support adopting the policies and procedures as presented:

1. Table consideration of the item and direct Staff to make specific modifications to the policy and procedures; or
2. Reject the policy and procedures outright. It should be noted that doing so may jeopardize the City's eligibility for certain grant opportunities, especially those originating from federal agencies.

ATTACHMENTS

1. Grant Monitoring Policy
2. Standard Operating Procedures

DRAFT

Executive Summary

The City of Warner Robins has developed this Monitoring Policy Manual to ensure that all grant funds entrusted to the City are managed responsibly, transparently, and in full compliance with federal, state, and local requirements. As the City continues to expand its access to external funding opportunities, a consistent and thorough monitoring framework is essential for safeguarding resources, maintaining accountability, and building the public's trust.

This policy applies broadly to every aspect of grant management. It governs the City's internal departments that directly administer grant programs, external subrecipients who receive pass-through funding, and instances where the City serves as a fiscal agent for coalitions or partner organizations. In addition, the manual emphasizes employee accountability, ensuring that staff whose duties involve grant oversight uphold the highest standards of ethical and professional conduct.

The City's approach is based on a risk-driven monitoring model. Programs and partners that present a higher risk—whether due to financial instability, past compliance issues, or the scope of their activities—receive more frequent and detailed reviews. Monitoring activities range from desk reviews and financial reconciliations to on-site visits and performance evaluations. Tools such as standardized checklists, annual monitoring schedules, and corrective action plans provide a structured process that ensures consistency across all reviews.

Roles and responsibilities are clearly defined. The Mayor and City Council provide oversight and policy approval, while the City Administrator, working through the Director of General Administration, ensures citywide compliance. The Grants Division serves as the lead for monitoring activities, conducting risk assessments, issuing reports, and providing technical assistance when issues arise. Department heads, subrecipients, and partners are responsible for complying with program requirements, while employees are held to the City's personnel policies, which include disciplinary measures for misconduct or fraud.

The City has also adopted a strong enforcement and accountability framework. When deficiencies are identified, corrective action plans are required and tracked until resolved. More serious noncompliance may result in funding restrictions, suspension, or termination. For employees, consequences may include retraining, reassignment, suspension, or termination in cases of fraud or willful misconduct, with referrals to law enforcement when appropriate.

Transparency is a guiding principle of this policy. Monitoring results are summarized in quarterly reports to the City Administrator, Director of Finance, and Mayor, ensuring leadership remains informed and that the City is prepared for both internal and external audits.

Ultimately, this Monitoring Policy Manual reflects the City of Warner Robins' commitment to excellence in financial stewardship and program management. By combining risk-based oversight, strong internal controls, and employee accountability, the City is positioning itself not only to comply with existing requirements but also to strengthen its ability to compete for and successfully manage future funding opportunities.

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 - 4.5 Fiscal Agent Monitoring
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 - Appendix B: Internal Monitoring Checklist
 - Appendix C: Subrecipient Monitoring Checklist
 - Appendix D: Fiscal Agent Monitoring Checklist
 - Appendix E: Monitoring Report Template
 - Appendix F: Corrective Action Plan (CAP) Template
 - Appendix G: Annual Monitoring Schedule Template

Section 1: Purpose and Authority

The purpose of this Monitoring Policy is to establish a comprehensive framework for the City of Warner Robins to oversee and ensure compliance with all applicable federal, state, and local regulations, as well as funding agency requirements. This policy governs monitoring activities for internal City programs, subrecipients, and fiscal agent responsibilities. This policy is issued under the authority of the City Council and City Administrator, in alignment with [2.CFR.200](#), federal, state, and local funding agency requirements, and City of Warner Robins financial and administrative policies.

Section 2: Scope and Definitions

This policy applies to City Departments and Divisions receiving and managing grant funds, Subrecipients receiving pass-through funding, Partner Entities where the City serves as fiscal agent, and all grant-funded employees involved in grant compliance, reporting, and monitoring activities.

Definitions:

- Internal Monitoring: Review of City departments that directly implement grant-funded activities.
- Subrecipient: A non-federal entity that receives pass-through funds from the City.
- Contractor/Vendor: An entity providing goods or services through procurement.
- Fiscal Agent: When the City administers funds on behalf of other organizations.
- Corrective Action Plan (CAP): Written response detailing how deficiencies will be corrected.

Section 3: Monitoring Objectives

The objectives of monitoring are to ensure compliance with grant requirements, verify funds are used solely for authorized purposes, evaluate performance against program goals, assess internal controls, provide technical assistance, and prevent fraud, waste, and abuse.

Section 4: Monitoring Framework

4.1 Master Monitoring

The Grants Division of the General Administration Department conducts master monitoring through the use of a universal monitoring checklist and other standardized tools that apply across all grant-funded activities. This ensures consistency in reviewing financial management, procurement, program performance, personnel, reporting, property management, and compliance. The master monitoring process serves as the foundation for oversight of internal departments, sub-recipients, and fiscal agent responsibilities.

4.2 Risk-Based Monitoring

The City adopts a risk-based approach to prioritize oversight. High-risk entities include new sub-recipients, entities with past findings, financial instability, or staff turnover. Medium risk includes entities with minor issues. Low risk includes those with strong compliance histories.

4.3 Internal Monitoring

The Grants Division monitors City departments through desk reviews and annual on-site visits. Focus areas include allowable costs, reporting, procurement, records, payroll, and achievement of program objectives.

4.4 Sub-recipient Monitoring

The City monitors subrecipients with pre-award risk assessments, subaward agreements, ongoing monitoring (desk reviews, on-site visits, and audits), technical assistance, and corrective actions per [2 CFR 200.331-333](#).

4.5 Fiscal Agent Monitoring

As fiscal agent, the City maintains separate accounts, requires quarterly reports, conducts annual monitoring of partner agencies, and establishes MOUs defining fiscal and programmatic roles.

Section 5: Monitoring Tools and Methods

Tools include standardized checklists, annual monitoring schedules, and entrance and exit conferences, monitoring reports within 30 days, corrective action tracking, and proper record retention.

Section 6: Roles and Responsibilities

Department / Position	Responsibility
General Administration: Department Director and Grants Administrator working in cooperation with the Finance Director, Assistant Finance Director, Accountant, Grants & Budget Coordinator	Ensures citywide compliance and Monitoring
Mayor, Council, and Executive Leadership	Approves all city-wide department grants
Department Heads	Ensures compliance, goal attainment, tracking and quarterly reporting
Sub-recipients / Partners	Comply with program and grant requirements

Section 7: Training and Technical Assistance

Annual training may be offered for staff and subrecipients. Ongoing technical assistance provided as issues are identified.

Section 8: Noncompliance and Enforcement

Noncompliance may result in written findings, Corrective Action Plans, special conditions, suspension, or termination of funding, with reporting to funding agencies as required.

Section 9: Reporting and Transparency

Monitoring results summarized in quarterly reports to City Administrator, Finance, and Mayor. Public disclosure follows open records laws.

Section 10: Policy Review and Updates

This policy is reviewed annually by the Department of General Administration - Grants Division and updated to reflect changes in requirements.

Section 11: Employee Accountability in Monitoring

The City of Warner Robins is committed to maintaining the highest ethical and professional standards in the management of grant funds. Employee accountability is an essential part of ensuring compliance, safeguarding resources, and maintaining public trust.

11.1 Applicability

This policy applies to all City employees whose duties involve the management, oversight, reporting, or use of grant funds.

11.2 Employee Noncompliance

Employees found to be out of compliance with grant requirements, City policies, or ethical standards may be subject to corrective or disciplinary action. Examples of employee noncompliance include, but are not limited to:

- Failure to follow established grant or financial procedures
- Misuse or misappropriation of grant funds
- Falsification of records, reports, or time and effort certifications
- Negligence resulting in material findings or financial loss
- Knowingly providing false or misleading information during monitoring or audits

11.3 Disciplinary Actions

Disciplinary actions will be consistent with the City's Personnel Policies and Procedures and may include:

- Verbal or written warning
- Mandatory retraining or reassignment
- Suspension with or without pay
- Termination of employment in cases of fraud, theft, or willful misconduct
- Referral to law enforcement when criminal activity is suspected

11.4 Coordination with Human Resources

All employee-related enforcement actions will be coordinated with the City's Human Resources Department and, when necessary, the City Attorney's Office to ensure fair, consistent, and lawful application of disciplinary measures.

11.5 Documentation

All monitoring results that involve employee noncompliance will be documented and placed in both the Grants Division monitoring files and the employee's personnel file, as appropriate and in accordance with confidentiality policies.

Section 12: Appendices

Appendix A: [Master Monitoring Checklist](#)

Appendix B: [Internal Monitoring Checklist](#)

Appendix C: [Sub-recipient Monitoring Checklist](#)

Appendix D: [Fiscal Agent Monitoring Checklist](#)

Appendix E: [Monitoring Report Form](#)

Appendix F: [Corrective Action Plan \(CAP\) Form](#)

Appendix G: [Annual Monitoring Schedule Form](#)

Standard Operating Procedures (SOP)
Department Of General Administration - Grants Division

WARNER
ROBINS



City of Warner Robins

Department Of General Administration

700 Watson Boulevard

Warner Robins, Georgia 31093

City of Warner Robins
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Appendix B - Authorization Cover Sheet

Appendix C - Timeline Template

Appendix D - Grant Tracking Spreadsheet Template

Appendix E – Grant Application Institutional Profile & Data Reference Guide

Appendix F – Grants Division Charter

City of Warner Robins
Standard Operating Procedure (SOP)
Department Of General Administration - Grants Division

I. Introduction & Transition Note

This Standard Operating Procedure (SOP) Manual provides structured operational guidance for the Grants Division of the City of Warner Robins. The Grants Division is a relatively new function within the Department of General Administration and was established to centralize grant development, improve compliance, and ensure alignment between external funding and municipal budgeting priorities. This manual is intended to preserve institutional knowledge, create operational continuity, and establish consistent standards for grant governance.

The Coordinator serves as the City's central point of contact for identifying, developing, submitting, tracking, and managing grant funding. The role also functions as a liaison to support departmental budget coordination. Because this position operates independently and across departments, success depends upon proactive communication, disciplined documentation practices, and strong internal relationships.

This position rewards initiative and organization. Early engagement with department leadership, confirmation of match commitments in writing, careful tracking of deadlines, and centralized documentation are critical to success. This manual should be reviewed annually and updated as systems and processes evolve.

For future access and updates, this SOP and all related grant files may be found on the "S" drive under "Grants > Grants_SM".

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City of Warner Robins
Standard Operating Procedure (SOP)
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II. Division Overview

The Grants Division operates within the Department of General Administration and reports directly to the Department Director. It supports the strategic priorities of the Mayor, City Administration, and City Council by pursuing external funding that enhances infrastructure, public safety, community development, recreation, and operational efficiency. The Division currently consists of a single position, the Grants Coordinator.

The Division manages the full lifecycle of grant activities, including opportunity identification, application development, submission oversight, award acceptance, compliance monitoring, reporting, and closeout. In addition, the Division supports departmental budget coordination to ensure that grant-funded initiatives are financially aligned and sustainable.

While most external funding applications are routed through the Grants Division, the Community & Economic Development Department maintains authority to prepare and submit certain grants independently. For institutional tracking and audit readiness, copies of those submissions and awards must be provided to the Grants Division.

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City of Warner Robins
Standard Operating Procedure (SOP)
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III. Roles & Responsibilities

The Grants Coordinator is responsible for overseeing all phases of the grant lifecycle. This includes conducting daily funding research, coordinating internal vetting and approval processes, preparing application materials, securing executive signatures, maintaining federal registrations, establishing grant records, and ensuring timely reporting and compliance.

Department Directors are responsible for identifying programmatic needs, confirming operational capacity, designating departmental liaisons, and providing timely data required for grant development and reporting. Administrative staff play a critical support role in documentation, scheduling, procurement coordination, and record maintenance.

The Finance Department validates grant budgets prior to submission, establishes project accounts upon award, supports reimbursement processes, and assists with audit responses. City Administration provides strategic approval and executes required authorizations.

Below is a chart that reflects “who does what” as it relates to the grants.

Activity	Grants Coordinator	Dept. Head	Finance	Legal	Mayor/Council
Notify Finance of Award	R	I	A	I	I
Draft Resolution	R	C	C	C	I
Legal Review of Agreement	C	I	I	R	I
Council Approval	C	I	I	I	R
Execute Agreement	C	I	I	C	R
Establish Budget	C	I	R	I	I

Legend: For grants management, RACI Matrix:

- R** = Responsible (does the work)
- A** = Accountable (final authority / decision maker)
- C** = Consulted (provides input)
- I** = Informed (kept aware)

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IV. Relationship & Collaboration Protocol

Grant development within the City of Warner Robins is a collaborative process that requires structured coordination between the Grants Division, department leadership, Finance, Legal, and City Administration. The effectiveness of the Grants Coordinator is directly dependent upon proactive relationship-building, clear communication, and defined accountability across departments.

The Grants Coordinator maintains regular engagement with all departments to identify funding needs, review existing awards, assess capacity for new opportunities, and ensure alignment with the City's strategic priorities. At minimum, the Coordinator should conduct annual or semiannual strategy meetings with each department to review current grant activity, anticipated funding gaps, and upcoming funding cycles. Additional coordination may occur as new opportunities arise or as operational circumstances change.

Within the first sixty days of assuming the role, the Coordinator should conduct onboarding meetings with each department to establish a working understanding of departmental priorities, grant experience, implementation capacity, procurement processes, and preferred communication protocols. These meetings should identify the department's designated grant liaison or point of contact and clarify roles related to program implementation, data collection, and reporting responsibilities. A brief summary of each onboarding meeting should be retained for reference to support continuity during personnel transitions.

Clear and timely communication is essential to grant success. All major deadlines, match commitments, scope decisions, and implementation responsibilities must be confirmed in writing. Written confirmation may include email documentation, formal memoranda, or internal approval forms. Verbal approvals are not sufficient for submission purposes. No application should be submitted without documented departmental commitment to implement the proposed project and confirmation that required match resources have been identified and approved by Finance where applicable.

For approved opportunities, a structured kickoff meeting should be conducted prior to drafting the final application. The kickoff meeting should clarify project objectives, expected outcomes, budget structure, match requirements, reporting obligations, performance metrics, and internal timelines. Departments remain responsible for implementing grant-funded programs and maintaining documentation of programmatic activities. The Grants Division coordinates development and compliance oversight but does not assume responsibility for day-to-day program execution.

In situations where questions arise regarding implementation capacity, budget feasibility, match availability, or strategic alignment, the matter should be elevated to the City Administrator prior to submission. This escalation ensures that applications reflect both operational feasibility and fiscal integrity.

The Community & Economic Development Department maintains authority to prepare and submit certain grant applications independently. However, coordination with the Grants Division

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is required to ensure centralized tracking, alignment with City strategy, and documentation within the City's grant inventory system. Copies of submissions and awards should be provided to the Grants Division for recordkeeping and reporting consistency.

This Relationship & Collaboration Protocol is designed to promote shared ownership of grant initiatives, prevent last-minute submissions without adequate review, and protect the City from overcommitting financial or operational resources. Effective collaboration is not incidental; it is a structured and continuous process that supports both funding success and long-term sustainability.

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V. Grant Lifecycle SOP

The grant lifecycle consists of five structured phases: pre-award planning, submission, award acceptance and authorization, active grant management, and closeout. Each phase must be documented and centrally stored to ensure compliance, transparency, and audit readiness.

Pre-Award

During the pre-award phase, funding opportunities are identified, reviewed, and evaluated for alignment with City priorities and departmental capacity. Opportunities are vetted to determine eligibility, funding amount, match requirements, reporting obligations, and operational feasibility. A minimum of thirty days is recommended for full grant development unless exceptional strategic circumstances justify a shorter timeline. Written confirmation of match availability and departmental commitment must be secured prior to submission.

Submission

During the submission phase, draft narratives and budgets are reviewed internally by department leadership and Finance. Required executive signatures are secured in accordance with City policy. Applications should be submitted no later than forty-eight hours prior to the funder's stated deadline to reduce technical risk. Submission confirmations and full application copies must be centrally stored.

Post-Award Governance - Award Acceptance and Authorization

Upon receipt of a favorable award notification, no grant agreement should be executed and no funds should be expended until the agreement has undergone formal legal review, received approval from the Mayor and City Council when required, and a formal resolution has been adopted authorizing execution.

The Grants Coordinator should immediately notify the City Administrator, Director of General Administration, Finance Director, and relevant department leadership upon award notification. The Coordinator should prepare a grant synopsis and draft resolution for review and placement on the Council agenda when required.

All grant agreements should be routed to the City Attorney for legal review prior to presentation to the Mayor and City Council. Execution of the agreement should occur only after formal approval and adoption of the required resolution.

The Finance Department must be notified prior to execution to ensure budget establishment, match allocation, and fiscal controls are in place. No department should initiate grant-funded expenditures until accounts are formally established by Finance and execution authority has been confirmed.

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Operational Period - Active Grant Management

Once the agreement has been fully executed and accounts established, the grant enters the operational period. During this phase, the department implements the approved scope of work in accordance with the grant agreement, while the Grants Coordinator oversees compliance and reporting coordination.

The Coordinator should monitor reporting deadlines, track performance milestones, and ensure that expenditures align with approved budget categories. Periodic review of expenditure rates should be conducted to identify risks of under-spending or over-expenditure. Any anticipated deviation from scope, budget category, or timeline must be reviewed with the Director of General Administration, Finance, and, when required, the funding agency prior to implementation.

Departments are responsible for maintaining documentation supporting programmatic outcomes and providing timely data required for reporting. The Grants Coordinator should maintain communication with the funding agency as needed and retain all required documentation in the centralized grant file.

Compliance monitoring during this phase is ongoing and should not be deferred until reporting deadlines.

Closeout

At closeout, final programmatic and financial reports are submitted, expenditures are reconciled, final reimbursement is confirmed, and required match documentation is verified. All records should be retained in accordance with funder retention requirements.

No grant file should be marked as closed until final reports have been accepted, all financial obligations have been reconciled, and documentation is confirmed to be audit ready.

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VI. Systems & Documentation Management

All grant documentation must be centrally stored within the City's shared drive and financial management system. Documentation includes applications, agreements, budgets, reporting schedules, correspondence, and closeout records. If documentation is not centrally stored, it is considered incomplete.

As the City utilizes the Munis system administered by Tyler Technologies, required grant data must be entered accurately to ensure financial transparency and reporting integrity.

The official and current inventory of all active, pending, and closed grants should be maintained within the Munis financial management system administered by Tyler Technologies. Munis serves as the City's system of record for grant financial data, award amounts, match commitments, and reporting timelines.

In addition to Munis, the Grants Division may maintain a working Grants Tracking Log for operational purposes. However, in the event of discrepancy, Munis should be considered the authoritative source of record.

The SOP manual should not include a static list of grants to avoid version-control inconsistencies. Users should reference Munis for the most current grant inventory.

NOTE: Contact the Director of General Administration for access and log in to the Munis Tyler system for Grants.

Standard institutional data required for grant applications (e.g., EIN, UEI, CAGE code, audit documentation, banking verification, and authorized representative information) is maintained separately in Appendix E – Grant Application Institutional Profile & Data Reference Guide. Sensitive information should be obtained directly from the Finance Department or authorized personnel and should not be stored in unsecured locations.

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VII. Compliance & Registrations

The Grants Division is responsible for ensuring that all grant-related activities conducted by the City of Warner Robins comply with applicable federal, state, and local laws, regulations, and funding conditions. Compliance oversight begins during the pre-award phase and continues through the operational period and final closeout of each grant. The Grants Coordinator should exercise due diligence in reviewing funding announcements, award agreements, and special conditions to identify all compliance obligations associated with each funding source.

For federally funded awards, compliance requirements may include adherence to Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under 2 CFR Part 200 (Uniform Guidance), as well as procurement standards, allowable cost principles, internal control requirements, reporting standards, record retention requirements, and conflict of interest provisions. The Coordinator should work in collaboration with the Finance Department to ensure that financial management systems and procurement procedures meet federal standards. Departments implementing grant-funded programs remain responsible for complying with programmatic requirements and maintaining documentation necessary to support performance reporting.

Registration maintenance is a critical compliance function. The City must maintain active and current registration in the federal System for Award Management (SAM.gov). The Grants Coordinator should monitor the City's SAM registration expiration date and initiate renewal no later than ninety days prior to expiration to prevent lapse. The Coordinator should verify the accuracy of the City's Unique Entity Identifier (UEI), legal name, address, and authorized representative information during each renewal cycle. Failure to maintain active registration may result in the inability to submit applications, delays in award processing, suspension of reimbursements, or termination of funding eligibility.

In addition to SAM registration, the Coordinator should maintain active and accurate registrations in relevant funding portals, including but not limited to Grants.gov and agency-specific systems used by federal and state grantors. The Coordinator should verify that authorized roles, including Authorized Organization Representative (AOR) designations where applicable, remain current. Portal access credentials should be maintained in accordance with City information technology and cybersecurity policies. Prior to each submission deadline, the Coordinator should confirm system functionality and access to reduce the risk of technical submission failures.

The Coordinator should also ensure that institutional data required for grant applications, including but not limited to the City's EIN, UEI, CAGE code, official legal name, audit documentation, and authorized signatory information, remains accurate and accessible through the designated source of record. Sensitive financial information, including banking details, should only be released by or with the authorization of the Finance Department. The Grants Coordinator should not independently distribute tax identification numbers, banking information, or audit reports without appropriate internal authorization.

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Ongoing compliance monitoring is required throughout the operational period of each grant. The Coordinator should review award agreements to identify reporting frequency, performance metrics, match documentation requirements, special conditions, and allowable cost restrictions. A compliance checklist should be developed for each awarded grant and maintained within the centralized grant file. The Coordinator should communicate reporting deadlines and documentation requirements to the responsible department and monitor adherence to those deadlines. Compliance monitoring should be proactive and continuous and should not be deferred until reporting deadlines or audit periods.

The Grants Division should coordinate with the Finance Department to support preparation for the City's annual audit and any grant-specific monitoring or site visits conducted by funding agencies. Grant files should be maintained in a manner that allows auditors or monitors to reconstruct the application, approval process, executed agreement, budget establishment, expenditure documentation, match verification, reporting submissions, and closeout confirmation.

If compliance concerns arise during any phase of the grant lifecycle, including but not limited to budget variances, procurement irregularities, reporting delays, or deviations from approved scope, the Grants Coordinator should notify the City Administrator, Director of General Administration, Finance Director, and relevant department leadership promptly. Corrective action should be implemented in coordination with Finance and, when required, communicated to the funding agency in accordance with award conditions.

This Compliance & Registrations section should be reviewed annually by the Grants Division and Finance Department to ensure alignment with current federal and state regulations and to reflect any changes in registration systems, reporting requirements, or internal control standards.

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VIII. Budget Coordination

The Grants Coordinator plays a central role in ensuring that grant-funded activities are financially sound, compliant with funding requirements, and aligned with the City's adopted budget. Budget coordination begins during the pre-award phase and continues throughout the operational period of each grant.

During the pre-award phase, proposed grant budgets should be developed collaboratively with department leadership and reviewed by the Finance Department prior to submission. All budgeted costs must be allowable under the funding announcement, reasonable in amount, necessary to the performance of the project, and consistent with the City's established financial policies. Proposed expenditures should align with the department's operational capacity to implement the project within the grant period. Budget narratives must clearly justify each cost category and demonstrate compliance with funder cost principles.

When indirect costs are permitted by the funding agency, the Coordinator should confirm whether the City has an approved indirect cost rate and ensure proper application in coordination with Finance. If indirect costs are not permitted, the budget should clearly reflect direct costs only and document any required cost-sharing structure.

Match commitments, whether cash or in-kind, must be confirmed in writing prior to submission. The source of match funding should be identified, and Finance must verify availability of funds where applicable. In-kind contributions must be supported by documentation procedures sufficient to meet audit standards. The Grants Coordinator should maintain a record of all match commitments and monitor fulfillment throughout the award period to ensure compliance with award conditions.

Upon receipt of an executed award agreement and formal authorization for acceptance, the Finance Department should establish appropriate project accounts and budget lines within the City's financial management system. No department should initiate grant-funded expenditures until accounts are formally established and spending authority is confirmed. The Grants Coordinator should verify that the approved award budget has been accurately reflected in the financial system and should provide department leadership with a summary of approved categories, restrictions, and reporting requirements.

Throughout the operational period, the Grants Coordinator should monitor expenditure activity in coordination with Finance. Periodic review of encumbrances, obligations, and actual expenditures should be conducted to assess burn rate relative to project timeline. If expenditures significantly lag behind projections or approach budget limits prematurely, the Coordinator should notify the Director of General Administration, department leadership, and Finance to determine corrective action. Early identification of underspending reduces the risk of fund de-obligation, while proactive monitoring of overspending protects against noncompliance.

Where permitted by the funding agency, budget amendments or realignments may be processed when operational needs change. All proposed budget modifications must be reviewed by the City Administrator and Finance and, when required, approved by the funding agency prior to

City of Warner Robins
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Department Of General Administration - Grants Division

implementation. No reallocation between major cost categories should occur without written authorization if such authorization is required by the award conditions.

For reimbursement-based grants, the Grants Coordinator should coordinate with Finance to ensure timely submission of drawdowns or reimbursement requests in accordance with funder procedures. Supporting documentation for all reimbursement requests should be maintained in the centralized grant file. The Coordinator should also ensure that expenditures charged to grants are consistent with the approved scope of work and funding period.

For multi-year awards, the Coordinator should work with Finance to forecast expenditures across fiscal years and ensure alignment with the City's annual budget adoption process. Grant revenues and expenditures must be incorporated into budget planning to ensure transparency and fiscal sustainability.

The Budget Coordination function is designed to maintain financial integrity, support operational feasibility, and ensure that grant-funded projects remain compliant with both external funding requirements and internal municipal financial controls.

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IX. Reporting & Closeout

The Reporting and Closeout function ensures that all grant-funded activities remain compliant with award conditions and that the City maintains eligibility for future funding. Reporting obligations begin upon award acceptance and continue throughout the operational period of the grant. The Grants Coordinator is responsible for tracking all required reporting deadlines and coordinating the timely submission of both programmatic and financial reports in accordance with funder requirements.

Upon execution of a grant agreement and establishment of accounts within the City's financial management system administered by Tyler Technologies, the Coordinator should establish a reporting calendar identifying all interim and final reporting deadlines, required documentation, and responsible parties. Reporting requirements may include quarterly, semiannual, or annual programmatic progress reports; financial status reports; reimbursement documentation; performance metric updates; and fulfillment of any special conditions imposed by the funding agency. Internal reminder deadlines should be established to allow adequate review prior to submission.

Financial data included in grant reports should reconcile directly to the official grant project accounts established in Munis. The Grants Coordinator should coordinate with the Finance Department to confirm that reported expenditures match the official accounting records reflected in Munis at the time of report submission. No financial report should be submitted without verification that expenditures are consistent with the approved award budget and recorded accurately in the City's financial system.

Departments implementing grant-funded programs are responsible for maintaining documentation of performance outcomes, procurement records, and other data necessary to support reporting. Departments should provide required performance information in advance of reporting deadlines to allow for compilation, reconciliation with financial records, and quality assurance review.

Throughout the operational period, the Coordinator should monitor expenditure activity through Munis reports to assess burn rate relative to project timeline and approved budget categories. Variances between projected and actual expenditures should be reviewed in coordination with Finance and department leadership. Any anticipated deviation from approved scope, budget categories, or performance objectives should be addressed promptly and, when required, communicated to the funding agency in accordance with award conditions.

Late or incomplete reporting may jeopardize current funding and future eligibility. If reporting delays occur or are anticipated, the Coordinator should notify the Director of General Administration and relevant department leadership and, when appropriate, communicate with the funding agency in accordance with award requirements.

Closeout procedures begin as the grant period approaches expiration. The Coordinator should confirm final reporting deadlines and coordinate with Finance to ensure that all allowable expenditures have been recorded in Munis within the approved funding period. Departments

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should verify completion of programmatic activities and provide final performance documentation. Finance should confirm that all reimbursement requests or drawdowns have been submitted and reconciled against Munis project balances.

Final programmatic and financial reports should be submitted in accordance with funder instructions. Match documentation should be verified for completeness and consistency with amounts recorded in Munis. The grant should not be marked as closed in the City's records until final reports have been accepted by the funding agency and financial reconciliation in Munis confirms a zero remaining balance or approved residual disposition.

Following confirmation of final reimbursement and reconciliation, the grant file should be reviewed to ensure completeness. Files must contain the original application, executed agreement, approved budget, amendments, correspondence, financial documentation, Munis expenditure reports, performance reports, and closeout confirmation. All records should be retained in accordance with the retention period specified by the funding agency or applicable regulations.

Grant files should remain audit-ready throughout the retention period. Audit readiness requires that documentation be organized, accessible, and sufficient to allow an independent reviewer to reconstruct the full lifecycle of the grant using both centralized files and official financial records maintained within the Munis system.

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Appendices

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Appendix A – Grant Vetting

I. Basic Opportunity Information

Grantor Agency: _____

Program Name: _____

Funding Opportunity Number: _____

Assistance Listing (CFDA) Number (if applicable): _____

Application Deadline: _____

Estimated Award Amount: _____

Match Required: Yes No

If yes, Match Percentage: _____%

Funding Type: Federal State Private

II. Eligibility Review

Is the City eligible to apply? Yes No

Eligible Applicant Type: _____

Are there partnership requirements? Yes No

If yes, list required partners:

III. Strategic Alignment

Does this opportunity align with City strategic priorities?

Yes No

Department Requesting Review: _____

Brief Description of Proposed Project:

Does the department have capacity to implement within the grant period?

Yes No

IV. Financial Review

Appendix A – Grant Vetting

Total Project Budget: _____

City Match Required (Dollar Amount): _____

Match Source Identified: Yes No

Has Finance reviewed preliminary match availability?

Yes No

Are indirect costs allowable? Yes No

If yes, rate applied: _____

V. Compliance & Administrative Burden

Reporting Frequency: _____

Special Conditions Identified: Yes No

Procurement implications: _____

Staffing implications (new hires, reassignment, overtime, etc.):

VI. Risk Assessment

Operational Risk Level: Low Moderate High

Financial Risk Level: Low Moderate High

Compliance Complexity: Low Moderate High

Notes:

VII. Recommendation

Recommend Proceeding (Go)

Do Not Recommend (No-Go)

Comments:

Appendix A – Grant Vetting

Prepared by: _____ Date: _____

Finance Review: _____ Date: _____

Department Head Review: _____ Date: _____

Final Go/No-Go Decision: Go No-Go

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Appendix B - Grant Authorization Cover Sheet

To: City Administrator, Mayor, Legal, Finance

From: General Administration - Grants Division

Date:

Subject: Signature Authorization for Grant Submission

Funding Opportunity Name	
Funder	
Total Request	
Match Requirement	
Due Date	
Internal Signature Deadline	

Documents Requiring Signature:

- SF-424
- SF-424A
- SF-424B
- SF-LLL
- Assurances & Certifications
- Mayor's Letter of Support
- Other:
- Other:

Contact for Questions: **Grants Coordinator/ 478-302-5531**

Appendix C - Grant Development Timeline

This timeline shall be created upon a “Go” decision and developed by working backward from the funder’s deadline.

Key Dates

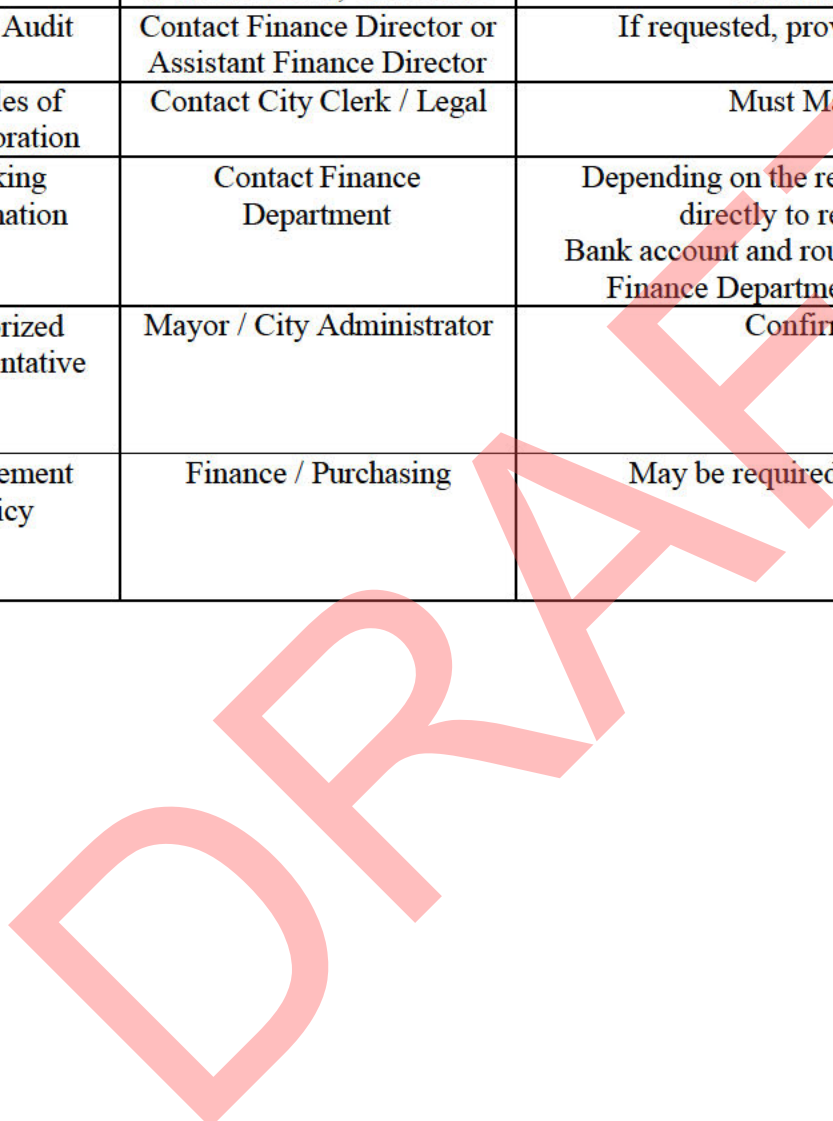
Application Deadline: _____

Internal Target Submission Date (48 hrs prior): _____

Task	Responsible Party	Target Date	Completed (Y/N)
Vetting Sheet Completed	Grants		
Go/No-Go Decision	City Administrator / Department / Finance		
Kickoff Meeting Held	Grants/Department		
Project Scope Finalized	Department		
Budget Draft Completed	Grants/Finance		
Match Confirmed in Writing	Finance		
Narrative Draft Completed	Grants		
Internal Review Circulated	Grants		
Revisions Incorporated	Grants/Department		
Authorization Cover Sheet Signed	Department/Finance/Admin		
Legal Review (if applicable)	Legal		
Final Upload to Portal	Grants		
Submission Confirmation Saved	Grants		

Appendix E – Grant Application Institutional Profile & Data Reference Guide

DESCRIPTION	RESPONSE	NOTES
EIN	[REDACTED]	Do not distribute externally without authorization
UEI	[REDACTED]	Verify annually during renewal in Sam.gov
CAGE CODE	[REDACTED]	Confirm active Status in Sam.gov
City Address	700 Watson Boulevard Warner Robins, GA 31093	See City Clerk Records for questions. Be sure formatting is consistent
Latest Audit	Contact Finance Director or Assistant Finance Director	If requested, provide in PDF format only.
Articles of Incorporation	Contact City Clerk / Legal	Must Match in Sam.gov
Banking Information	Contact Finance Department	Depending on the request, finance may provide directly to requestor depending. Bank account and routing numbers available from Finance Department on an as needed basis.
Authorized Representative	Mayor / City Administrator	Confirm per the grant
Procurement Policy	Finance / Purchasing	May be required by some federal grants



City of Warner Robins
Grants Division
Title: Grants Division Charter
Effective Date: TBD
Prepared By: Sherrie Moody

Appendix F - Grants Division Charter

I. Purpose

The purpose of the Grants Division is to support the City of Warner Robins's strategic goals by identifying, securing, and managing external funding opportunities that enhance city services, programs, infrastructure, and resident well-being. The Division operates under the General Administration Department and integrates grants management and tracking responsibilities.

II. Mission

To advance the City's priorities by securing and stewarding public and private grant funding with integrity, accountability, and cross-departmental collaboration, while aligning financial resources with community needs and strategic objectives.

III. Scope of Work

The Grants Division is responsible for identifying and evaluating grant opportunities from federal, state, and private sources; coordinating cross-departmental grant proposal development; preparing budgets and narratives for competitive applications; submitting applications in compliance with funder guidelines; supporting post-award grant administration, reporting, and closeout; maintaining central records of grant activity; and assisting departments in developing, tracking, and modifying grant and operational budgets.

IV. Authority and Responsibilities

The Grants Division is authorized to serve as the City's primary point of contact for all external funding applications, develop and maintain grant-related standard operating procedures (SOPs), route all grant proposals through an internal vetting and approval process, engage with department heads and key staff to identify funding needs and opportunities, and coordinate with Finance to ensure budget accuracy and alignment. The Grants Coordinator, as the sole position within the Division, is responsible for managing all tasks related to the above scope, in coordination with department leadership and the Director of General Administration.

V. Stakeholders and Collaboration

The Grants Division works with the Finance Department for budget development and financial reporting; under the guidance of the Mayor and City Administrator for strategic alignment and approvals; in partnership with department heads for programmatic input and implementation roles; in partnership with the City Attorney for legal review; and in partnership with external partners and stakeholders including nonprofits, school districts, regional entities, and citizens of the City of Warner Robins. To build relationships and program understanding, the Grants Coordinator will initiate annual or semiannual department meetings and create onboarding materials for department liaisons.

VI. Division Structure

City of Warner Robins**Grants Division****Title:** Grants Division Charter**Effective Date:** TBD**Prepared By:** Sherrie Moody

The Grants Division currently consists of a single staff position, the Grants Coordinator, who reports to the Director of General Administration. This position is responsible for both grants management and departmental budget liaison activities. As the City's funding portfolio grows and the demand for external resources increases, the Grants Coordinator position may evolve into the Grants and Budget Manager role. This evolution will include leadership responsibilities for the division, oversight of additional staff, and a broader role in strategic planning. Proposed future roles within the division may include a Grants Analyst, who will be responsible for researching funding opportunities and supporting departments during the pre-application phase; a Grant Writer, who will focus on crafting compelling grant narratives and assembling complete application packages; and a Compliance and Reporting Specialist, who will manage post-award activities, including ensuring compliance with grant conditions, assisting in preparing progress and financial reports, and maintaining audit-ready documentation.

VII. Performance and Reporting

Performance indicators for the Division will include the number and value of grant applications submitted, number and value of awards received, grant compliance and reporting deadlines met, department engagement and satisfaction, and the growth of a centralized grants knowledge base and tools. Quarterly reports will be shared with the City Administrator, Director of General Administration, Finance Director, and be made available to the Mayor and Council.

VIII. Review and Revisions

This charter shall be reviewed annually by the Grants Coordinator and the Director of General Administration and revised as needed to reflect updated roles, processes, or organizational changes.

Appendix G - Grant Portal Access Log

SAM.gov

www.sam.gov

Renew July 2026

Name	Role	Date Assigned	Action by
Sherrie Moody	Administrator	7/11/2025	F. Wright
Felicia Wright	Reviewer		
Lauren Polk			
Hyacinth Supapo	Reviewer		
Kate Hogan	Data Entry	7/17/2025	S. Moody
Lydia Humphrey			

Grants.gov

www.grants.gov

Name	Role	Date Assigned	Action by
Sherrie Moody	Administrator		S. Moody
Melanie Byer			
Lydia Humphrey			

ValidEval

<https://usg.valideval.com>

Name	Role	Date Assigned	Action by
Sherrie Moody	Administrator	5/30/2025	
Sharon Hall			

CyberGrants (FrontDoor)

<https://www.cybergrants.com>

Name	Role	Date Assigned	Action by
Sherrie Moody	Administrator	7/16/2025	
Hyacinth Supapo			
Kate Hogan			
Tiffany Bowen			
Greg Martin			
Lydia Humphrey		7/16/2025	S. Moody

STAFF REPORT

DEPARTMENT: CITY ADMINISTRATOR

SUBMITTED BY: JAMES DRINKARD

MEETING DATE: MAY 18, 2026

AGENDA ITEM

Destination Marketing Services Agreement

Consideration of an agreement between the City of Warner Robins and the International City Tourism Bureau, Inc. for the provision of destination marketing services.

STAFF RECOMMENDATION

Approve as presented an agreement between the City of Warner Robins and the International City Tourism Bureau, Inc. for the provision of certain destination marketing services as provided for in O.C.G.A. 48-13-50.2(3) and O.C.G.A. 48-13-51; 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 is no direct fiscal impact to the City resulting from the recommended action.

ITEM DESCRIPTION

Pursuant to O.C.G.A. 48-13-51(a)(1)(A), and Chapter 10, Article II, Section 10-26 of the City Code, the City of Warner Robins levies and collects an excise tax of 8% 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 state law, 43.75% of the total amount of these taxes collected must 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. is a registered 501(c)(6) organization that operates using staff of the Museum of Aviation and that is willing to serve as the DMO for the City.

Staff of the Museum of Aviation, operating under that institution's foundation, have been providing DMO services to the City under an agreement that was executed in March 1990. More recently, however, the International City Tourism Bureau, Inc. was structured as a 501(c)(6) organization specifically to market Warner Robins as a destination for tourism. While the staffing of the organization mirrors that of the Museum of Aviation Foundation, entering into a new destination marketing services agreement with the International City Tourism Bureau better aligns with the purpose and the law.

The recommended agreement defines the services to be provided, measurable objectives and performance metrics, how funds may be expended, and other important details.

ALTERNATIVES

Should the Mayor and City Council not wish to enter into the agreement as presented, two options are available

1. Direct Staff to make specific modifications to the agreement and bring the revised document back for consideration during an upcoming City Council Meeting; or
2. Reject entering into the subject agreement with the International City Tourism Bureau and instead, enter into an agreement with an alternative organization for the provision of destination marketing services.

ATTACHMENTS

1. Destination Marketing Services Agreement

**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 Destination Marketing Services Agreement between the City of Warner Robins, Georgia and the International City Tourism Bureau, Inc. whereby the International City Tourism Bureau, Inc. will serve as the designated Destination Marketing Organization for the City of Warner Robins under the terms and conditions of that agreement.

This ___ day of May, 2026.

CITY OF WARNER ROBINS, GEORGIA

By: _____
LaRhonda W. Patrick, Mayor

Attest:

Mandy Stella, City Clerk

DESTINATION MARKETING SERVICES AGREEMENT

This Destination Marketing Services Agreement (the “Agreement”) is made and entered into this ____ of _____, 2026, (the “Effective Date”) by and between the City of Warner Robins, a Georgia municipal corporation located in Houston and Peach Counties (the “City”) and the International City Tourism Bureau, Inc., a destination marketing organization organized pursuant to Chapter 13 of Title 48 of the Official Code of Georgia Annotated, and a corporation created under the laws of the State of Georgia, and is qualified as a non-profit corporation under Section 501(c)(6) of the United States Revenue Code (the “ICTB” or the “DMO”). The City and the ICTB are sometimes referred to in this Agreement individually as a “Party” or jointly as “Parties”).

WHEREAS, pursuant to O.C.G.A 48-13-51(a)(1)(A) 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; and

WHEREAS, Chapter 10, Article II, Section 10-26 of the Code of Ordinances of the City of Warner Robins provides for the imposition of a hotel occupancy tax of eight percent (8%) of rent on hotels and motels within the City; and

WHEREAS, the provisions of O.C.G.A. § 48-13-51(b) require that an amount equal to not less than fifty (50) percent of the total amount of taxes collected that exceed the amount of taxes that would be collected at the rate of five (5) percent be expended for certain purposes stated therein, including but not limited to, promoting tourism, conventions, and trade shows; and

WHEREAS, that the City of Warner Robins intends to use the proceeds of such tax for any legal purposes, to include specifically, but not necessarily limited to, promoting tourism, conventions, and trade shows by a qualified destination marketing organization designated by the City of Warner Robins; and

WHEREAS, that an amount equal to 43.75% of total amount of taxes collected at the rate of eight (8) percent shall 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, as defined by O.C.G.A 48-13-50.2(3), and in accordance with O.C.G.A 48-13-51. International City Tourism Bureau, Inc., a registered 501(c)(6), will be designated as the destination marketing organization; and

WHEREAS, the City of Warner Robins desires to enter this Agreement with International City Tourism Bureau, Inc. as its designated DMO to provide destination marketing services for the City of Warner Robins; and

WHEREAS, International City Tourism Bureau, Inc. is willing to serve as the DMO for the purpose of providing the destination marketing services in an effort to promote tourism, conventions, and trade shows for the City of Warner Robins;

NOW THEREFORE, in consideration of the mutual promises, covenants, and agreements herein contained, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

Section 1 – Destination Sales and Marketing/Tourism Promotion Activities

DMO will provide functions, literature, advertising, staff, services, supplies, equipment and support for promoting City including, but not limited to, marketing, public relations, advertising, and other services to promote tourism, conventions, and trade shows in the City. DMO will conduct convention marketing and leisure marketing, and provide exposure in the local, state, national and international media. All of these activities will be provided for in the DMO's Annual Business and Marketing Plan (the "Plan") as defined below.

Section 2 – Administration and Management Functions

- A. DMO will provide day-to-day management activities including planning, purchase and acquisition of services, equipment, supplies and facilities necessary to fulfill the Plan for City. Managing the acquisition and retention of a capable and competent staff, fund-raising, cultivation of community support and accounting for the budgeting of the Plan funds according to accounting procedures established by City will be the responsibility of DMO. Under no circumstances shall more than twenty (20) percent of hotel/motel tax funds received from City be used for Administration and Management Functions.
- B. Books and records relating to hotel-motel tax funds shall be maintained using generally accepted accounting principles and retained for three (3) years after termination of activities, or longer if litigation, claims, audits, or negotiations are ongoing. Records for non-expendable property acquired with funds shall be retained for five (5) years after final payment, in accordance with State of Georgia law and City retention schedules.
- C. The DMO shall submit a comprehensive annual audit report to the City within one hundred twenty (120) calendar days of the end of the DMO's fiscal year. The report shall be provided in writing to the Mayor, City Administrator, and Finance Director of the City.
- D. The CEO or Executive Director of the DMO shall appear quarterly in a public meeting before the Mayor and City Council to report on DMO operations and finances.
- E. Within seventy-two (72) hours of a written request being provided by the City, the DMO will make available such financial and business records necessary for the City to review and confirm the DMO's performance of its obligations under this Agreement.

Section 3 – Annual Business and Marketing Plan

After consultation with City, DMO will submit an Annual Business and Marketing Plan to City by [redacted] of each year, which shall be approved by the Board of Directors of DMO, in order to comply with the requirements of O.C.G.A. 48-13-51. The performance of the DMO will be annually reviewed by the City based upon achievement of the objectives, implementation of strategies, and year-over-year improvement in the performance measures defined in the approved Annual Business and Marketing Plan. The Annual Business and Marketing Plan shall include, at minimum, the following:

- A. Job descriptions, qualifications, requirements, salary ranges, bonus programs, and hiring practices,

- B. A detailed budget including line-item details by major work program areas with explanations supporting proposed line-item expenditures,
- C. A detailed explanation of all costs allocated for services provided by third-party contractors,
- D. Annual tourism marketing goals for the DMO,
- E. Measurable objectives and strategies to achieve the objectives including
 1. Generate economic activity through the effective marketing of City as a tourist and meetings destination,
 2. Generate positive regional, state, national, and international media exposure for Warner Robins,
 3. Attract leisure business that generates overnight visitation,
 4. Respond to consumer information requests,
 5. Generate meeting and event booking at area hotels,
 6. Generate group and individual tour business through solicitation and servicing, and
 7. Support a climate within Warner Robins wherein tourism may flourish through the active participation of government and private sectors.
- F. Performance measures including at minimum:
 1. Number of unique visitors to the Visit Warner Robins website,
 2. Number of media hits about the Warner Robins tourism market,
 3. Number of convention sales leads for Warner Robins market area properties,
 4. Number of confirmed bookings into Warner Robins market area properties for future dates,
 5. Number of domestic and international tour program leads and services,
 6. Average monthly RevPar (Revenue Per Available Room) for Warner Robins market area properties,
 7. Average monthly occupancy rates for Warner Robins market area properties, and
 8. Average Daily Rate (ADR) for Warner Robins market area properties.

Section 4 – City Funding For DMO Services

- A. City hereby designates International City Tourism Bureau, Inc. as the City's destination marketing organization for purposes of O.C.G.A. § 48-13-51, *et seq.* and authorizes it to expend hotel-motel taxes collected by the City for purposes of promoting Warner Robins as a destination for tourism, conventions, and trade shows as provided in this Agreement.
- B. The City shall pay to DMO, within fifteen (15) calendar days following the end of the month in which the tax funds are collected, the agreed upon portion of hotel-motel taxes collected and necessary for the DMO to carryout its obligations under this Agreement.

- C. Any penalties assessed against hotel-motel properties or businesses for late payment of the Tax will be retained by the City.
- D. The City, through its Finance Department, shall provide monthly statements to the DMO showing hotel-motel tax fund receipts and allocations.

Section 5 – Expenditure Of Hotel-Motel Tax Funds

- A. The DMO shall expend the funds received from the City, as a result of the collection of taxes levied pursuant to O.C.G.A. § 48-13-51, *et seq.*, in strict compliance with the provisions of O.C.G.A. § 48-13-50, *et seq.*, and for the purpose of promoting conventions, tourism, and trade shows within the City.
- B. Under no circumstances shall the DMO expend more than twenty (20) percent of hotel-motel taxes received from the City for carrying out administrative and management functions associated with its role as DMO.
- C. A minimum of eighty (80) percent of hotel-motel taxes received from the City shall be used for the active marketing of Warner Robins as a destination for tourism, conventions, and trade shows.
 - 1. No more than five (5) percent of marketing materials; including but not limited to billboards, electronic advertisements, brochures, and print advertising, promoting a single destination or attraction shall be focused on the Museum of Aviation or its activities. For purposes of this agreement, marketing and advertising designed to promote multiple destinations or attractions shall not count towards this limitation.
 - 2. No more than twenty (20) percent of paid advertising including but not limited to broadcast, electronic, and print advertising, shall be expended with media outlets the primary audience of which is contained within a fifty (50) mile radius of Warner Robins.
 - 3. No more than ten (10) percent of hotel-motel tax marketing dollars shall be expended on billboard or other display advertising in locations that are within a fifty (50) mile radius of Warner Robins.

Section 6 – DMO Representations and Warranties

The DMO represents and warrants the following:

- A. All of the DMO's literature, materials, brochures, or related items will be of high quality and will not contain any indecent, obscene or defamatory material. No materials protected by copyright or other intellectual property rights will be knowingly produced, displayed or distributed without first acquiring the legal rights to do so.
- B. The DMO will use commercially reasonable efforts to insure that all permanent or temporary facilities, supplies, equipment, fixtures, and materials purchased or used by DMO in furtherance of this Agreement will be of good quality and appropriate for the intended use.
- C. The DMO will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex (including, but not limited to. pregnancy), national origin, age, disability, genetic information, sexual orientation, gender identity/reassignment or expression, veteran status, or any other status protected by applicable federal, state or local

law or ordinance. The DMO will take affirmative action and will administer on a non-discriminatory basis all other aspects of employment including, but not limited to, hiring, promotion, assignments, benefits and compensation of employees and will comply with all applicable laws, including those dealing with equal opportunity. The DMO will not, in the performance of this Agreement, discriminate against any customer, potential customer, patron or other person as to the aforementioned protected categories, and will provide services, facilities and other privilege to all such persons equally.

- D. Each of DMO's contracts with vendors or supplies will include language acknowledging City's right to terminate this Agreement. Such contracts will provide for (a) similar termination rights by the DMO and (b) the unilateral assignment of such contracts by DMO to City or any successor entity designated by City pursuant to O.C.G.A. § 48-13-51, *et seq.*

Section 7 – City Representations and Warranties

The City represents and warrants the following:

- A. The execution and delivery of this Agreement and the consummation of the transactions contemplated by this Agreement and compliance with the provisions of this Agreement will not conflict with, or result in any breach, violation of, any laws, statutes, orders, rules, ordinances, regulations, policies or guidelines promulgated, by any federal, state or local government or any administrative agency or commission or other governmental authority or agency.
- B. The City has all necessary power and authority to execute and deliver this Agreement and to consummate the transactions contemplated by this Agreement. The execution and delivery of this Agreement has been duly authorized by all necessary action on the part of the City. This Agreement has been duly executed and delivered by City and this Agreement constitutes a legal, valid and binding obligation of the City.
- E. The City is the sole and exclusive legal and beneficial, record, owner of all right, title and interest in and to all trademarks, service marks, trade names, brand names, logos, trade dress, design rights and other similar designations of source, sponsorship, association or origin, together with the goodwill connected with the use of and symbolized by, and all registrations, applications and renewals for, any of the foregoing, delivered to the DMO for use under this Agreement.

Section 8 – Risk of Loss, Bonds and Insurance

- A. Upon execution of this Agreement, the DMO will furnish the City with a fidelity bond in the amount of \$250,000 guaranteeing that the surety will reimburse the City, its agents and employees for such pecuniary loss suffered by the City, its agents and employees as may be sustained as a result of any act of fraud, dishonesty, forgery, theft, embezzlement, wrongful abstraction or misapplication on the part of the DMO or any of its agents or employees. The Fidelity Bond will be issued by a responsible surety company authorized to do business within the State of Georgia and will be subject to approval as to form and content by the City.
- B. The DMO will maintain in force during the term of this Agreement Commercial General Liability Insurance against all claims for personal injury, bodily injury, death and property damage that occur as a result of the DMO's performance of its obligations under this Agreement. Such insurance shall be for limits not less than a combined single limit of one

million dollars (\$1,000,000.00). The DMO may satisfy the requirement to carry and maintain such Commercial General Liability Insurance through the use of Umbrella or Excess Liability coverage providing equally broad and concurrent coverage.

- C. In the event a motor vehicle is to be used by the DMO in connection with the performance of its obligations under this Agreement, Comprehensive Automobile Liability Insurance coverage with limits of not less than five hundred thousand (\$500,000.00) combined single limit coverage against bodily injury liability and property damage liability arising out of the use by or on behalf of the DMO, its agents and employees in connection with this Agreement, of any owned, non-owned or hired motor vehicles.
- D. The DMO will secure and maintain worker's compensation insurance in form and amount sufficient to satisfy the requirements of applicable laws of the State of Georgia and be issued for the benefit of each of the persons employed by the DMO.
- E. Each policy shall (a) name the City as an additional insured (except Workers' Compensation), (b) be issued by one or more responsible insurance companies licensed to do business in the State of Georgia rated A- Class VII or better in "Best's Insurance Guide" and otherwise reasonably satisfactory to the City, (c) shall provide that such insurance may not be canceled or amended without thirty (30) days' prior written notice to the City.
- F. The DMO shall deliver to City, certificates of insurance and at City's request, copies of all policies and renewals thereof to be maintained by the DMO hereunder, not less than ten (10) days prior to the date of this Agreement and not less than ten (10) days prior to the expiration date of each policy.
- G. If bonds and insurance become unavailable or cost prohibitive, the City and the DMO may negotiate an alternative acceptable to each. If such an alternative cannot be mutually agreed to, it shall constitute grounds for termination of this Agreement.

Section 9 – Indemnification and Limitation of Liability

- A. The DMO will indemnify and hold harmless City and its officers, employees and agents (each a "City Party") against any and all losses, damages, judgments, amounts paid in settlements and expenses, including costs and attorneys' fees actually incurred, (collectively, "Losses") incurred by the City or any City Party in any civil, administrative, or investigative proceeding in which the City or a City Party is involved by reason of (1) any failure by the DMO to perform its obligations under this Agreement; or (2) any breach of any covenant, representation or warranty made by the DMO under this Agreement. The obligations under this Section will survive the expiration or termination of this Agreement.
- B. To the extent the City maintains liability insurance that covers, in whole or in part, Losses arising out of subsections (1) - (3), below, the City will indemnify and hold harmless the DMO and its officers, employees and agents (each a "DMO Party") against any and all Losses incurred by the DMO or any DMO Party in any civil, administrative, or investigative proceeding in which the DMO or a DMO Party is involved by reason of (1) any failure by City to perform its obligations under this Agreement; (2) any breach of any covenant, representation or warranty made by City under this Agreement; or (3) any claim by a citizen of, or business owner in, the City related to this Agreement. The obligations under this Section will survive the expiration or termination of this Agreement.

C. Any contractual obligation entered into or assumed in writing by DMO shall be the sole responsibility of DMO.

Section 10 – Designated Representatives and Notices

All notices required or permitted to be given hereunder shall be deemed to be properly given if delivered in writing personally or sent by United States certified or registered mail addressed to the DMO or the City, as the case may be, with postage thereon fully prepaid. The effective time shall be at the time of mailing.

For purposes of providing required notices and communications as set forth in this Agreement, the following are the designated representatives:

CITY

City Administrator
City of Warner Robins
700 Watson Boulevard
Warner Robins, GA 31093

DMO

President / CEO
International City Tourism Bureau, Inc.
c/o Museum of Aviation
1942 Heritage Boulevard
Warner Robins, GA 31098

Section 11 – Term and Termination

This Agreement shall commence on the Effective Date and will terminate on the 30th, day of June 2027. Thereafter, through formal action taken by a vote of the Mayor and City Council of the City and the governing Board of Directors of the DMO, the Agreement may be renewed annually under the same terms and conditions for a period not to exceed twelve (12) months.

Notwithstanding the foregoing, either party may terminate this Agreement for any reason, including its own convenience, by provided no less than ninety (90) days prior written notice to the other party of such termination.

Upon the non-renewal or termination of this Agreement, DMO shall refund to the City all unused funds. As used in this Agreement, unused funds shall include any funds not already spent, accounted for, needed to pay for any contractual relationship that must be cancelled due to the termination or non-renewal of this Agreement, or otherwise due to DMO, but not yet collected by DMO.

Section 12 – Miscellaneous

- A. Assignment. This Agreement may not be assigned by or transferred by DMO, in whole or in part, without the prior written consent of the City.
- B. No Joint Venture. The DMO will perform its duties herein as an independent contractor. Notwithstanding anything contained herein to the contrary, nothing contained herein will be considered to create the relationship of employer and employee, partnership, joint venture or other association between the Parties, except as principal and independent contractor.
- C. Waiver. No waiver by either Party of any one or more defaults by the other Party in the performance of any provisions of this Agreement will operate or be construed as a waiver of any other default or defaults, whether of a like or different character. No waiver or modification of this Agreement will occur as the result of any course of performance or usage of trade.

- D. Severability. If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be held in any proceeding to be invalid or unenforceable, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law, but only if, and to the extent, such enforcement would not materially and adversely alter the Parties' essential objectives as expressed herein.
- E. Governing Law, Forum, and Venue. This Agreement will be subject to and construed in accordance with the laws of the State of Georgia with the courts of that State having jurisdiction to resolve all disputes which may arise under, or which relate to this Agreement. The parties agree that any and all claims arising out of or relating to this Agreement shall be brought in either the Superior Court of Houston County, Georgia, or the United States District Court for the Middle District of Georgia, Macon Division, and each Party hereby consents to the jurisdiction of such courts and irrevocably waives any objections thereto, including, without limitation, objections on the basis of improper venue.
- F. Counterparts and Facsimile Execution. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, will be deemed an original, and all of which taken together will constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile will be equally as effective as delivery of a manually executed counterpart. Any Party hereto delivering an executed counterpart of this Agreement by facsimile will also deliver a manually executed counterpart, but the failure to do so will not affect the validity, enforceability or binding effect of the counterpart executed and delivered by facsimile.
- G. Representation Regarding Authority to Sign Agreement. Each of the representatives of the Parties signing this Agreement warrants and represents to the other that he, she, or it has the actual authority to sign this Agreement on behalf of the Party for whom he, she, or it is purporting to represent.
- H. Modification. This Agreement will not be modified, amended, or changed except in a writing signed by each of the Parties affected by such modification, amendment, or change.
- I. Neutral Construction. The parties to this Agreement agree that this Agreement was negotiated fairly between them at arm's length and that the final terms of this Agreement are the product of the parties' negotiations.

Section 13 – Force Majeure

Other than a failure to make payment when due, neither party shall be in default which results from the act of God or public enemy, restrictions, prohibitions, priorities, or allocations imposed by governmental authority, embargoes, floods, fires, typhoons, earthquakes, epidemics, unusually severe weather, delays of similar nature or governmental causes, and strikes or labor disputes or any cause outside the reasonable control of such party, then the time for performance of the affected obligation of such party shall be extended for a period equivalent to the period of such delay, interruption or prevention.

Section 14 – Entire Agreement

This Agreement and its exhibits contain the entire agreement between the Parties and it supersedes any prior written or oral agreements between the Parties concerning the subject matter of this Agreement. There are no representations, agreements, or understandings between the Parties

relating to the subject matter of this Agreement which are not fully expressed within this Agreement and its exhibits.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their duly authorized representatives as of the Effective Date.

CITY OF WARNER ROBINS

By: _____

Its: _____
Mayor, LaRhonda W. Patrick

ATTESTED TO:

By: _____
City Clerk, Amanda Stella

INTERNATIONAL CITY TOURISM BUREAU, INC.

By: _____

Its: _____
President, Dan Rhoades

ATTESTED TO:

By: _____