

City of Warner Robins  
Draft Pre-Council Agenda October 7, 2019  
Council's Chamber  
4:30 p m  
Draft Council Agenda October 7, 2019  
Council's Chamber  
5:30 p m

Mayor Officially Opens Meeting

Opening Prayer Led by Councilman – **Curtis**

Pledge of Allegiance by Councilman – **Lauritsen**

Pre – Council Items:

- ◆ Formal Public Comments Pertaining to Current Agenda Items
- ◆ Mr. John Boone; Sewer

Mayor Calls Meeting to Order

Adoption of the Agenda: Motion –  
Second –

Proclamations/Awards/Presentations:

- ◆ Adrianna Hayes

1. Approval of Minutes from Regular Meeting of September 16, 2019 - **Lee**
2. Purchasing Bids – **Holmes**
3. Discussion – Food Trucks - **Thomas**
4. Motion – To Proceed with advertisement and solicitation of bids for the sale of property; 255 Ward Street – **Curtis**
5. Motion – FY 2020 CDBG Review Board Committee appointments – **Lee**
6. Resolution – Appointment of Precinct Managers for City's 2019 Elections – **Lauritsen**
7. Resolution – JAG Grant Award – **Holmes**
8. Resolution – 2019 Bulletproof Vest Partnership Grant Award – **Thomas**
9. Resolution – Governor's Office of Highway Safety Grant Award / FY20 WRPD Operation Safe Streets - **Curtis**
10. Resolution – Easement of Abandonment; 304 Angus Blvd - **Lee**
11. Resolution – Tax Consultant / Shana Moss Agreement – **Lauritsen**

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

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4:30 p m

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**12. Resolution Employee Promotions - Holmes**

Citizens Comments  
Council Comments  
Mayor's Comments  
Adjourn

**Formal Public Comment – Speaker Protocol**

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

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

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

**Placement on the Agenda**

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

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## City of Warner Robins City Council Meeting Minutes

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**Monday, September 16, 2019**

**5:30 PM**

**Council Chambers**

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### Regular Meeting of Warner Robins City Council

**Presiding:** Mayor Randy Toms

**City Officials Present:**

Councilman Daron Lee  
Councilman Keith Lauritsen

Councilman Tim Thomas  
Councilman Clifford Holmes  
Councilman Larry Curtis

**City Officials Absent:** Councilwoman Carolyn Robbins

**Opening Prayer:** Councilman Holmes

**Pledge of Allegiance:** Councilman Lee

**Call to Order:** 5:33 p.m.

**Adoption of the Agenda:** Councilman Thomas moved to adopt the agenda as presented. Councilman Holmes seconds the motion. Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for adoption of the agenda.

**Presentation of Proclamations/Awards:**

- ◆ Mayor Toms presented a proclamation declaring September 17 – 23, 2019 Constitution Week.
- ◆ MDA – Presented WRFD with an appreciation axe for highest contributing Fire Department in the State of Georgia. WRFD has contributed over \$3.2 million dollars in the 30 years of their participant in the MDA. The WRFD presented a check in the amount of \$109,000.00 to MDA for 2019.
- ◆ Mayor Toms presented service awards to Luciana Davis (WRPD) for 10 years of service and Jessica Moye McAbee (WRPD) for 15 years of service.

## Action Items:

Action Presentation of Minutes	
The minutes of the regular meeting of September 03, 2019 were presented for approval.	
<b>Motion:</b>	Councilman Thomas moved for the approval of the minutes for regular meeting of the Tuesday, September 03, 2019.
<b>Second:</b>	Councilman Curtis.
<b>Outcome:</b>	Councilmen Lee, Thomas, Holmes and Curtis voted for approval of the minutes. Councilman Lauritsen abstained.

Action Item 2 Motion - Appointment of City Attorney	
A motion was made to appoint Attorney Fred Graham as City Attorney for a term of one (1) year with an Annual Salary of \$80,000.00 excluding health benefits. Appointment is to begin immediately with the understanding of a thirty (30) day notice of termination by the City if necessary. Jim Elliott will remain on contract to perform legal consultant duties for the City of Warner Robins as needed.	
<b>Motion:</b>	Councilman Lee moved for the approval of this motion.
<b>Second:</b>	Councilman Thomas.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the minutes.

Action Item 3 Ruling of Appeal of Application for Local Alcohol Manager	
Timothy Chambliss appealed the decision of denial on his alcohol manager application based on his response to the question on the alcohol application "(h) have you ever been arrested, indicted, or convicted for any offenses by any state, county, municipal or federal authority?" Mr. Chambliss explained in Pre-Meeting that he answered the question truthful to his knowledge because the Municipal Court Judge in Reynolds, GA dismissed the charges and all associated fines. The arrest was for driving without current insurance although he explained to the Officer he had switched insurance companies and had insurance.	
<b>Motion:</b>	Councilman Curtis moved for the approval to allow Mr. Chambliss Re-apply his application.
<b>Second:</b>	Councilman Holmes.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval to reapply.

<b>Action Item 4 Purchasing Bids</b>	
Purchasing Bid List items, attached hereto, were presented for approval.	
<b>Motion:</b>	Councilman Lauritsen presented and moved for the approval of the bid list. Items one through ten.
<b>Second:</b>	Councilman Lee.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the bid list.

<b>Action Item 5 Motion - Keep Warner Robins Beautiful (KWRB) Board of Directors</b>	
The KWRB Board of Directors has recommended the following to serve on the Board of Directors, and requests that the Mayor and Council of the City of Warner Robins approve of these appointments:  Regina Palladeno, representing Business & Industry, term ending November 18, 2021 Kevin Greer, representing Business & Industry term ending November 18, 2021 Debbie Hoke representing Business & Industry term ending November 18, 2021 Bill Craig, representing Civic Organizations, term ending November 18, 2021 Rogie Roberson, At Large, term ending November 18, 2021 Francis Wilson, At Large, term ending November 18, 2021	
<b>Motion:</b>	Councilman Holmes moved for the approval of this motion.
<b>Second:</b>	Councilman Thomas.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval of the motion.

<b>Action Item 6 Resolution - Reassignment of Recreation Funds</b>	
A Resolution of the Mayor and Council of the City of Warner Robins authorizing the transfer of Three Hundred Thousand Dollars (\$300,000.00) encumbered in Recreation budget account number 6122- 54102, Leasehold Improvements, be released and placed into Recreation budget account number 06122-54130, Parks & Playground Construction	
<b>Motion:</b>	Councilman Curtis moved for the approval of this Resolution.
<b>Second:</b>	Councilman Holmes.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

Action Item 7	Resolution – Project Safe Neighborhood Grant	Reading:	Second
<p>A resolution authorizing Mayor Randy Toms to execute a Grant Award agreement for the WRPD to be a member of the Middle District of Georgia Regional Project Safe Neighborhoods (PSN) Task Force (Macon-Georgia Area). The WRPD as a Sub-recipient of the Bibb County Sherriff's Office PSN grant will fund the cost (\$4,767.96) to train two department employees to receive National Integrated Ballistics Information Network (NIBIN) acquisitions and correlations training for reimbursement from the Criminal Justice Coordinating Council (PSN Grant) in accordance with the Memorandum of Understanding. Bibb County Sheriff's Office will act as the implementing agency for the grant and the Criminal Justice Coordinating Council of Georgia will serve as the fiscal agent of the grant.</p>			
<b>Motion:</b>	Councilman Thomas moved for the approval of this Resolution.		
<b>Second:</b>	Councilman Holmes.		
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.		

Action Item 8	Home Occupation Permits
<p>The following Home Occupation Permits are recommended for approval by the Planning and Zoning Board:</p> <ul style="list-style-type: none"> <li>◆ <b>Antwanette E. Holliday</b> – 57 Cohen Walker Drive, Apt. 2407 – requests permission to operate a Human Resources consulting business as a home occupation.</li> <li>◆ <b>Kenyatta James</b> – 318 Cherokee Drive – requests permission to operate lawn care and painting business as a home occupation.</li> <li>◆ <b>Eric Bode</b> – 218 Vining Way – requests permission to operate a landscaping business as a home occupation.</li> <li>◆ <b>Katie Spruell</b> – 411 Ashby Way – requests permission to operate an online retail business as a home occupation.</li> <li>◆ <b>Lena Denise Buggs</b> – 113 Stratford Drive – requests permission to operate a personal chef business as a home occupation.</li> <li>◆ <b>Kenneth Slocumb</b> – 904 Crestwood Terrace – requests permission to operate a graphic design business as a home occupation.</li> <li>◆ <b>Jay Brooks</b> – 206 Sandy Springs Drive – requests permission to operate a lawn maintenance business as a home occupation.</li> </ul>	
<b>Motion:</b>	Councilman Lee moved for approval of these Home Occupation Permits
<b>Second:</b>	Councilman Lauritsen.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

<b>Action Item 9</b>	<b>Rezoning Petition – Jacob’s Ladder Educational Childcare Center, Inc. / PUD [Planned Unit Development] [City] to the zoning of C-2[General Residential District] [City]</b>
Jacob’s Ladder Educational Childcare Center, Inc. requests rezoning of tax parcel [0W1330 033000] totaling 2.11 acres located at the Northwest corner of Alton Tucker Sr. Boulevard and Robert Bryson Smith Parkway from the zoning of PUD [Planned Unit Development] to C-2[General Commercial District]. The Planning and Zoning Commission approved this request and forwarded its recommendation to the Mayor and Council of the City of Warner Robins for final approval.	
<b>Motion:</b>	Councilman Holmes moved for the approval of this motion.
<b>Second:</b>	Councilman Curtis.
<b>Outcome:</b>	Councilmen Lee, Thomas, Holmes and Curtis voted for approval of the minutes. Councilman Lauritsen abstained.

<b>Action Item 10</b>	<b>Annexation – Hedgecock Investments, LLC, /0.35 Acres /106 B Glenwood Avenue ♦ Zoning – C-2[General Commercial] [City of Warner Robins]</b>
Ordinance #: 25-19 of the Mayor and Council of the City of Warner Robins, annexing <i>Land Lot 119 of the Fifth (5<sup>th</sup>) Land District, Houston County, State of Georgia, being known and designated as Lot 5, Block “D”, Oasis Estates Subdivision, according to a plat of survey of record in Plat Book 11, Page 58, Clerk’s Office, Houston Superior Court. The said plat and the recorded copy thereof are incorporated herein by reference thereto for all purposes.</i> The property is located 106 B Glenwood Avenue, Warner Robins, Georgia.	
<b>Motion:</b>	Councilman Lauritsen moved for the adoption of Ordinance #25-19, moved to waive the second reading.
<b>Second:</b>	Councilman Lee.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.
<b>Motion:</b>	Councilman Lauritsen moved for the approval of the zoning request C-2 [General Commercial].
<b>Second:</b>	Councilman Lee.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

Action Item 11 Resolution Employee Promotions	
The following employee was recommended for promotion by their respective department:	
<ul style="list-style-type: none"> <li>Jeremy Sullivan, promoted from Fire Lieutenant (Training), Job Class #512, Grade 18, Fire Department, to Fire Captain (Training), Job Class #513, Grade 20, Fire Department, to be effective September 23, 2019.</li> </ul>	
<b>Motion:</b>	Councilman Curtis moved for the approval of the Resolution.
<b>Second:</b>	Councilman Holmes.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

Action Item 12 Motion - Municipal Court	
A motion was made to Re-Bid the Construction Manager at Risk (CMR) for the Municipal Court Renovation after an unsuccessful negotiation for the GMP with the current contractor. Budget is not to exceed \$2.6 million including the Architectural Service fees.	
<b>Motion:</b>	Councilman Thomas moved for the approval of this motion.
<b>Second:</b>	Councilman Holmes.
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Thomas, Holmes and Curtis voted for approval.

**Citizen Comments:** Ansel Peck, Rita Simon, Miranda Britt, Jim Taylor.

**Adjournment:** 7:12 p.m.

**Next Regular Council Meeting:** Monday, October 07, 2019

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Kim A. Demoone  
Acting City Clerk

# CITY OF WARNER ROBINS, GEORGIA

COUNCIL DATE: September 16, 2019

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

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
1) Proficiency Services for WRPD Laboratory Tests	Collaborative Testing Services Sterling, VA  PROFESSIONAL SERVICES	\$5,170.00	3210 52021 / \$40,184.42 Remaining  POLICE – Professional Services	
2) RENEW - Sidewalk Work ANNUAL CONTRACT  Bid No.: PW-4134	Fisher Construction - Secondary Perry, GA	\$46.00 Square Yard - Sidewalk  Attachment #: 1 & 1a	3414 54032 / 2012 SPLOST	Contract Period: September 1, 2019 to August 31, 2020 Ordered on an as-needed basis throughout the year
3) Goal Surveys & Marketing Services for the APGA	Blue Otter Solutions Frisco, TX  PROFESSIONAL SERVICE	\$5,147.80	54 54021 / \$35,023.89 Remaining  UTILITIES / Gas – Professional Service	
4) Protective Vests ANNUAL CONTRACT  Bid No.: P-4230	Smyrna Police Distributors Smyrna, GA	\$875.00  Attachment #: 2	POLICE – Uniforms & Clothing	Contract Period: October 1, 2019 – September 30, 2020 Ordered on an as-needed basis throughout the year Recommendation of Police Dept.
5) Loads of Dirt	Unique Environmental Warner Robins, GA	\$5,150.00	61 54063 / \$198,568.26 Remaining  STORM WATER / New Projects	

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
6) Fitness Equipment for DEA Task Force	Coulter Ventures, LLC Columbus, OH	\$7,950.15	1402 53101  POLICE – Federal Condemned Funds	
7) RENEW - Telephone Recording System for Police Dept.  Bid No.: IS-4026	DECA AMR Business Products, Inc Marietta, GA  PROFESSIONAL SERVICE	\$5,794.00	1535 52041 / \$42,549.97 Remaining  INFORMATION SYSTEMS – Prof Service – Software & Support	Contract Period: July 26, 2019 – July 25, 2020
8) Mission Alarm Systems to be installed on Telemetry Lift Stations at Various locations throughout City	Kazmier & Associates Inc Alpharetta, GA	\$53,804.20  Attachment #: 3	4330 54066 / \$131,429.31 Remaining  UTILITIES / Sewer – ESG New Projects	Standardization of all Equipment
9) Trimble Data Controller	Duncan Pamell Charlotte, NC	\$8,779.00  Attachment #: 4	54 54061 / \$319,747.26 Remaining  UTILITIES / Gas – Reinforcements	Southeast Provider
10) Furniture for Economic Development  Bid No.: ED-4235	Phillips Furniture Outlet Inc Warner Robins, GA	\$34,292.00  Attachment #: 5, 5a, 5b & 5c	7500 54124 / \$80,739.44 Remaining  ECONOMIC DEVELOPMENT – Furniture & Fixtures	

## MEMORANDUM

**TO: MAYOR AND COUNCIL**

**FROM: COMMUNITY DEVELOPMENT**

**SUBJECT: REQUEST FOR APPROVAL OF  
FY20 CDBG REVIEW BOARD COMMITTEE**

**DATE: OCTOBER 7, 2019**

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We would like to request approval of the following members to represent the FY20 CDBG Review Board Committee. The following members have demonstrated outstanding service and are committed to the success of our program. Thank you in advance for your consideration.

- 1) Nancy Newell
- 2) Kathy Hart
- 3) Carolyn Mitchell
- 4) Lydia Humphrey
- 5) Cathy Silengo

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

WHEREAS, the general municipal election for the City of Warner Robins will be held on November 5, 2019 for City Council posts 2, 4 and 6; and

WHEREAS, pursuant to the provisions of O.C.G.A. § 21-2-380.1, it is the duty of the governing authority to appoint an absentee ballot clerk.

NOW, THEREFORE, BE IT RESOLVED, Gladys Carol Mead is appointed as the City's absentee ballot clerk for the 2019 and subsequent elections.

So approved this 7<sup>th</sup> day of October, 2019.

**CITY OF WARNER ROBINS**

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

Attest:

\_\_\_\_\_  
Kim Demoonie, Interim City Clerk

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

RESOLUTION

WHEREAS, the Official Code of Georgia Annotated § 21-2-90 provides for the appointment of chief managers and assistant managers by the governing authority for municipal elections; and

WHEREAS, the City's election superintendent recommends appointment of the following individuals.

NOW, THEREFORE, BE IT RESOLVED that the following are appointed as managers for the City's 2019 general election, and run-off elections (if necessary):

*Second Baptist Church*

Manager	Stephanie Dixon	507 Grand Ave, Bonaire, GA 31005
Assistant	Deanna Avery	167 Talton Rd, Kathleen, GA 31047
Assistant	Jenna Harter	119 Belmont Dr, Warner Robins, GA 31088

*Annex*

Manager	Tyler Johnson	213 Wild Azalea Dr, Perry, GA 31069
Assistant	Jonathon Manzullo	108 Magnum Way, Perry, GA 31069
Assistant	Bernard J. Thompson	201 Marion Way, Warner Robins, GA 31098

*Feagin Mill Middle*

Manager	Tishie Williams	251 Piney Grove Cir, Kathleen, GA 31047
Assistant	Mykayla Williams	251 Piney Grove Cir, Kathleen, GA 31047
Assistant	Susan Hall	113 Sonja Dr, Warner Robins, GA 31088

*Recreation Department*

Manager	Dwan Johnson	206 Palm Dr, Warner Robins, GA 31088
Assistant	Marlee Blackshear	102 King Ct, Warner Robins, GA 31093
Assistant	Daphanie Verdier	121 Rolling Woods Cir, Warner Robins, GA 31088

*Houston Healthcare Pavilion Conference Center*

Manager	Rosalie Sugrue	103 Calle Verde Dr, Warner Robins, GA 31088
Assistant	Bernadette Arroyo-Kemp	112 Falcon Crest, Warner Robins, GA 31088
Assistant	Glenda Moore	106 Quail Run Dr, Warner Robins, GA 31088

*Advance Voting*

Manager	Judy P Britt	105 Arthur St, Warner Robins, GA 31088
Assistant	Nancy B Slappey	120 Covey Dr, Warner Robins, GA 31088
Assistant	Virginia C Liles	100 Spring Valley Dr, Warner Robins, GA 31088

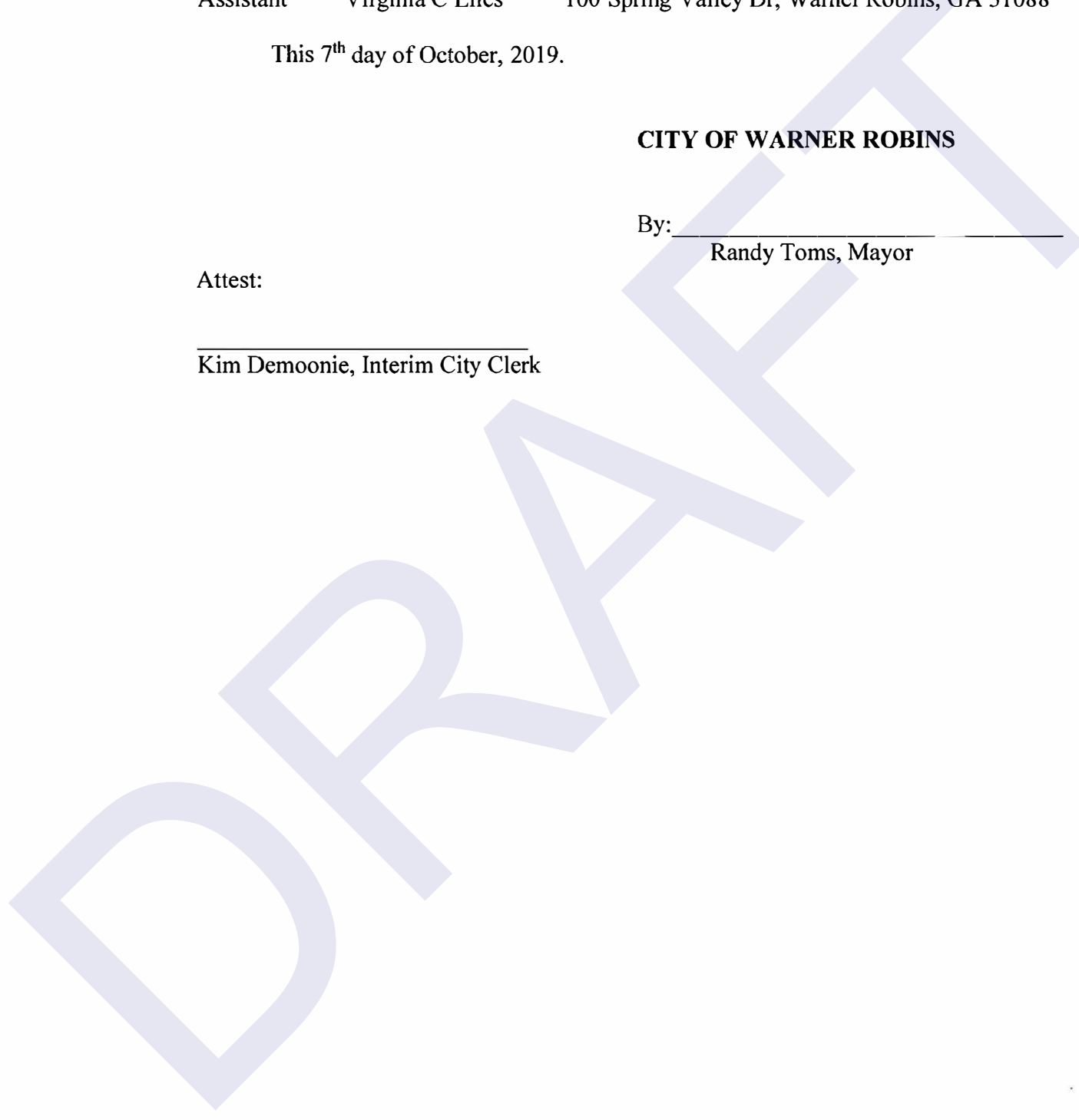
This 7<sup>th</sup> day of October, 2019.

**CITY OF WARNER ROBINS**

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

Attest:

\_\_\_\_\_  
Kim Demoonie, Interim City Clerk



CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

WHEREAS, the City of Warner Robins Police Department has applied for and has received a grant award through the Edward Byrne Memorial Justice Assistance Grant (JAG) program offered through the United States Department of Justice, Office of Justice Programs, and;

WHEREAS, the City of Warner Robins Police Department and the Houston County Sheriff's Office have agreed through a Memorandum of Understanding to split the total grant award amount of \$36,884 equally with the City of Warner Robins acting as the fiscal agent, and;

WHEREAS, the City of Warner Robins Police Department and the Houston County Sheriff's Office will use the awarded funds to purchase equipment and to train personnel in the collection and submission of data to the Federal Bureau of Investigation's (FBI) National Incident-Based Reporting System (NIBRS) in accordance with the project goal outlined in the grant application, and;

WHEREAS the Grant Award Number 2019-DJ-BX-0509 sets forth the conditions necessary for proper administration and fiscal management of these awarded funds,

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor Randy Toms to execute this Grant Award agreement.

This 7th day of October, 2019.

CITY OF WARNER ROBINS

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

Attest:

\_\_\_\_\_  
Kim Demoonie, Interim City Clerk



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 18, 2019

The Honorable Randy Toms  
City of Warner Robins  
P O Box 8629  
Warner Robins, GA 31095-8629

Dear Mayor Toms:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$36,884 for City of Warner Robins.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Flora D. Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).


Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Sullivan".

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

Enclosures

 <p>U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance</p>	<b>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</b>  <b>Grant</b>	
	PROJECT NUMBER 2019-DJ-BX-0509	PAGE 1 OF 1
This project is supported under FY19(BJA - JAG State and JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).		
1. STAFF CONTACT (Name & telephone number)  Flora D. Lawson (202) 305-9216	2. PROJECT DIRECTOR (Name, address & telephone number)  Melanie Byer Administrative Operations Manager P O Box 8629 Warner Robins, GA 31095-8629 (478) 293-1064	
3a. TITLE OF THE PROGRAM BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)	
4. TITLE OF PROJECT FY 2019 JAG Grant Law Enforcement Project		
5. NAME & ADDRESS OF GRANTEE  City of Warner Robins P O Box 8629 Warner Robins, GA 31095-8629	6. NAME & ADDRESS OF SUBGRANTEE	
7. PROGRAM PERIOD FROM: 10/01/2018 TO: 09/30/2022	8. BUDGET PERIOD FROM: 10/01/2018 TO: 09/30/2022	
9. AMOUNT OF AWARD \$ 36,884	10. DATE OF AWARD 09/18/2019	
11. SECOND YEAR'S BUDGET	12. SECOND YEAR'S BUDGET AMOUNT	
13. THIRD YEAR'S BUDGET PERIOD	14. THIRD YEAR'S BUDGET AMOUNT	
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)  The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation) and 8) mental health programs and related law enforcement and corrections programs.  This JAG award will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Funded programs or initiatives may include multijurisdictional drug and gang task forces, crime prevention and domestic violence programs, courts, corrections, treatment, justice information		

sharing initiatives, or other programs aimed at reducing crime and/or enhancing public/officer safety.

NCA/NCF

DRAFT

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

WHEREAS, the City of Warner Robins Police Department has applied for and has received a grant award through the Fiscal Year 2019 Bulletproof Vest Partnership (BVP) program offered through the United States Department of Justice, Bureau of Justice Assistance, and;

WHEREAS, the City of Warner Robins Police Department will use the grant award in the amount of \$14,647.25 to reimburse 50% of the cost of bulletproof vests purchased by the department in accordance with the purposes outlined in the grant application, and;

WHEREAS the grant award sets forth the conditions necessary for proper administration and fiscal management of these awarded funds,

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor Randy Toms to execute this Grant Award agreement.

This 7th day of October 2019.

CITY OF WARNER ROBINS

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

Attest:

\_\_\_\_\_  
Kim Demoonie, Interim City Clerk

**Melanie Byer**

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**From:** BVP Email Account <ojp@public.govdelivery.com>  
**Sent:** Tuesday, September 24, 2019 10:52 AM  
**To:** Melanie Byer  
**Subject:** Bulletproof Vest Partnership 2019 Award Announcement

Dear BVP applicant,

The Bureau of Justice Assistance (BJA) is pleased to inform you that your agency will receive an award under the Fiscal Year (FY) 2019 Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the BVP System. A complete list of FY 2019 BVP awards is available at:  
<https://ojp.gov/bvpbasi/>.

The FY 2019 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2019. The deadline to request payments from the FY 2019 award is August 31, 2021, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Please see the following websites for a list of NIJ compliant vests:

Ballistic Vests: <https://nij.gov/topics/technology/body-armor/pages/compliant-ballistic-armor.aspx>

Stab Resistant Vests: <https://nij.gov/topics/technology/body-armor/pages/compliant-stab-armor.aspx>

As a reminder, all jurisdictions that applied for FY 2019 BVP funding certified that a mandatory wear policy was in place for their jurisdiction. BJA will be conducting reviews of the mandatory wear policies as funds are requested from the BVP System. For more information on the BVP mandatory wear policy, please see the BVP Frequently Asked Questions document: <https://ojp.gov/bvpbasi/docs/FAQsBVP MandatoryWearPolicy.pdf>.

Finally, please visit the following page for checklists and guides for each step of the BVP process:  
<https://ojp.gov/bvpbasi/bvpprogramresources.htm>.

For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at [vests@usdoj.gov](mailto:vests@usdoj.gov) or 1-877-758-3787.

Thank you

BVP Program Support Team

Bureau of Justice Assistance

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This email was sent to mbyer@wrga.gov using GovDelivery Communications Cloud on behalf of: Office of Justice Programs · 810 Seventh Street, NW · Washington, DC 20531 · 202-514-2000

DRAFT

GA	RIVERDALE CITY	\$3,098.71
GA	ROCKDALE COUNTY	\$15,089.93
GA	ROCKMART CITY	\$2,020.24
GA	ROME CITY	\$5,338.11
GA	ROSWELL CITY	\$11,052.06
GA	SANDERSVILLE CITY	\$3,998.16
GA	SMYRNA CITY	\$19,692.42
GA	SOCIAL CIRCLE CITY	\$980.83
GA	ST MARYS CITY	\$2,152.61
GA	STATESBORO CITY	\$3,185.51
GA	STEPHENS COUNTY	\$2,690.76
GA	STONE MOUNTAIN CITY	\$1,385.31
GA	SUMMERVILLE CITY	\$3,020.59
GA	SUMTER COUNTY	\$1,896.55
GA	SYLVANIA CITY	\$4,166.77
GA	TATTNALL COUNTY	\$2,265.45
GA	THOMASVILLE CITY	\$3,484.97
GA	TIFTON CITY	\$8,669.01
GA	TOWNS COUNTY	\$1,918.25
GA	TROUP COUNTY	\$4,133.78
GA	TYBEE ISLAND CITY	\$3,698.66
GA	TYRONE TOWN	\$846.68
GA	UNION CITY	\$6,770.29
GA	VALDOSTA CITY	\$15,228.80
GA	VILLA RICA CITY	\$4,263.98
GA	WALTON COUNTY	\$6,857.09
GA	WARE COUNTY	\$4,409.37
GA	WARNER ROBINS CITY	\$14,647.25
GA	WAYCROSS CITY	\$3,267.97
GA	WAYNE COUNTY	\$2,408.66
GA	WHITE COUNTY	\$4,499.64
GA	WILKES COUNTY	\$5,175.80
GA	WINDER CITY	\$3,795.27
GA	WOODSTOCK CITY	\$5,910.98
GA	WORTH COUNTY	\$10,041.18
	<b>Totals for GA(153 Jurisdictions):</b>	<b>\$740,880.24</b>
IA	ADAIR CITY	\$371.04
IA	AMES CITY	\$3,727.13
IA	ANKENY CITY	\$6,379.70
IA	APPANOOSE COUNTY	\$611.93
IA	BELLE PLAINE CITY	\$1,293.30
IA	BELLEVUE CITY	\$170.35
IA	BETTENDORF CITY	\$1,735.98
IA	BURLINGTON CITY	\$9,257.07
IA	CARROLL CITY	\$1,063.29
IA	CARTER LAKE CITY	\$4,165.90
IA	CEDAR FALLS CITY	\$5,546.43

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

WHEREAS, the City of Warner Robins Police Department has applied for and has received a grant award through the Georgia Governor's Office of Highway Safety, and;

WHEREAS, the City of Warner Robins Police Department will use the grant award in the amount of \$21,740 to update the department's breath alcohol testing (BAT) mobile unit and to conduct highly visible and highly publicized traffic enforcement strategies and public education in order to reduce traffic crashes, injuries, and fatalities in Warner Robins in accordance with the purposes outlined in the grant application, and;

WHEREAS the Grant Award Number GA-2020-402 PAT-042 sets forth the conditions necessary for proper administration and fiscal management of these awarded funds,

NOW THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins hereby authorize Mayor Randy Toms to execute this Grant Award agreement.

This 7th day of October 2019.

CITY OF WARNER ROBINS

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

Attest:

\_\_\_\_\_  
Kim Demoone, Interim City Clerk



## Governor's Office of Highway Safety

7 Martin Luther King Jr Drive • Suite 643 • Atlanta, Georgia 30334

Telephone: 404.656.6996 or 888.420.0767 • Facsimile: 404.651.9107

www.gahighwaysafety.org

Brian P. Kemp  
GOVERNOR

Allen Poole  
DIRECTOR

September 27, 2019

Mr. Randy Toms  
Warner Robins Police Department  
P. O. Box 8629  
Warner Robins, GA 31095

Re: **Application #: GA-2020-Warner Rob-00042**  
**Grant #: GA-2020-402 PT-042**  
**Project Title: FY 2020 WRPD Operation Safe Streets**  
**CFDA #: 20.600**

Dear Mr. Randy Toms:

Congratulations! It is my pleasure to inform you that your application in the amount of **\$21,740.00** federal funds has been approved. The effective date of the grant is October 1, 2019 through September 30, 2020. Allowed costs incurred within this period are reimbursable at a rate of 100% of the approved federal funds allocated above. Please keep in mind that all GOHS Grant funds must be identified separately in your accounting system. For additional details, please reference the Grant Terms and Conditions #5 entitled, "Accounting Records/Source Documentation."

As a reminder, GOHS and the National Highway Traffic Safety Administration (NHTSA) must provide your agency with written approval prior to the purchase of any equipment item costing \$5,000.00 or more. Throughout this process, your agency must ensure that their local procurement policies as well as the Buy America Act requirements are followed. If local policies are not available, your agency must use the State of Georgia procurement procedures.

GOHS is required to complete Risk Assessments on each grantee prior to the award and notify the grantee of the outcome. The Risk Assessment is based upon prior grants, audit reports, and/or interaction during the application process. Your agency's Risk Assessment score for the FFY2020 grant year is **Medium**. For additional information, please review the enclosed attachment entitled, "Risk Assessment".

If your jurisdiction/agency (combined) receives federal funds of \$750,000.00 or more in a year, an audit is required in accordance with OMB Circular A-133. A copy of the audit report must be submitted to the Governor's Office of Highway Safety (GOHS) prior to September 30, 2020.



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Agencies awarded federal funds through GOHS are required to receive their reimbursement payments electronically. If your agency received funds in FFY 2019, please review the information previously submitted on your Vendor Management Form (VMF) and update if needed by utilizing the enclosed "revised" VMF. If no changes are needed, GOHS will continue to use the information previously submitted to reimburse electronically. Agencies that did not receive federal funds in FFY 2019 must complete the enclosed VMF. Please note that in completing the VMF, GOHS will complete the Supplier's number under Section 1 along with Section 5 once submitted. Upon completion, please mail the VMF to Ms. Janice Crawford, GOHS Accounts Payable Administrator at the above address OR email her at, [jcrawford@gohs.ga.gov](mailto:jcrawford@gohs.ga.gov) no later than October 15, 2019. Once claims for reimbursement have been submitted, your agency can verify the payment status on the State of Georgia Accounting Office's vendor management portal at <http://sao.georgia.gov/vendor-payment-management>.

The Grant Terms and Conditions contain important information from GOHS. Enclosed you will find updated Grant Terms and Conditions (Sept 2019) as well as GOHS Special Conditions governing the above-referenced project. These documents clearly identify the guidelines and requirements governing your grant. **Please note that promotional/ incentive type items may not be reimbursed. This includes, but is not limited to, key chains, shirts, cups, pens, and bags.**

A copy of your grant application may be downloaded at <https://georgia.intelligrants.com>. After logging in, search for your grant by clicking on the Applications/Grants tab at the top of the page. Once you have located the appropriate grant, go to Access Management Tools and you will see the link to create a pdf.

Included with this letter is a copy of your signed certification page for your files.

Should you have questions regarding the content of this letter, please contact your assigned grant manager, Mr. W. Harrelson at (404) 656-6996. GOHS looks forward to your partnership in helping to make Georgia's roadways safer.

Sincerely,



Allen Poole  
Director

AP

Enclosures (5)

cc: Ms. Melanie Byer, Agency Administrator  
Mrs. Lydia Humphrey, Financial Officer  
Mr. W. Harrelson, Planner/Grant Manager



An Equal Opportunity Employer

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

IN RE:

*All that tract or parcel of land situate, lying and being in Land Lot 169 of the Fifth (5<sup>th</sup>) Land District of Houston County, Georgia, being known and designated as a 15' drainage and utility easement on the westerly side of Lot 9, Block H, Section 1, of Willow Bend Estates Subdivision, according to a plat of survey being of record in Plat Book 17, Page 13, Clerk's Office, Houston Superior Court. Said plat is hereby made a part of this description by reference for all purposes.*

WHEREAS, the said portion of the above-reference drainage and utility easement has ceased to be used by the public to the extent that no substantial public purpose is served by it, and the City is authorized to abandon said portion of the easement.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the City of Warner Robins determine that described portion of this easement has ceased to be used by the public to the extent that no substantial public purpose is served by it and authorizes Randy Toms, Mayor, and Kim Demoonie, Interim City Clerk, to execute a quit claim deed releasing the City's interest in and to that portion of the easement to be abandoned.

This 7<sup>th</sup> day of October, 2019.

CITY OF WARNER ROBINS, GEORGIA

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

Attest:

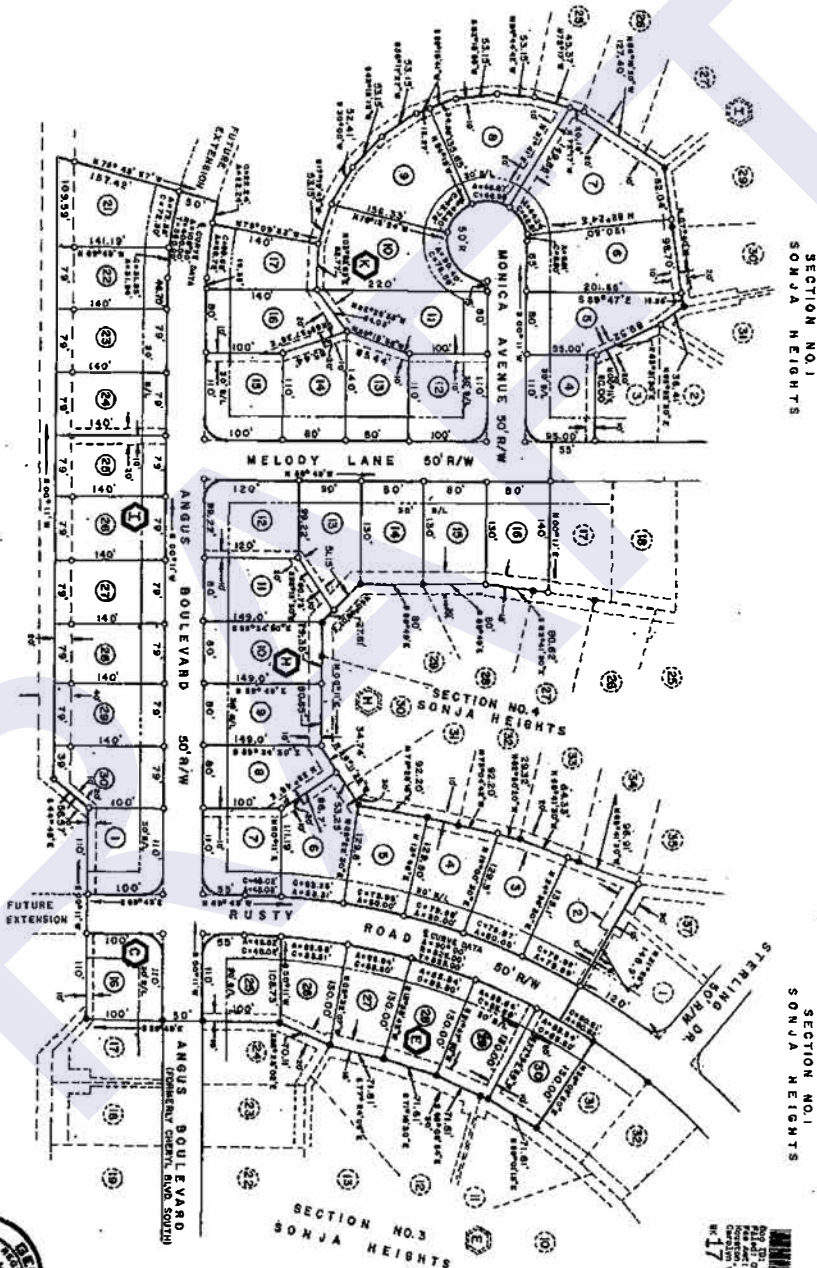
\_\_\_\_\_  
Kim Demoonie, Interim City Clerk

BRAND & HOWELL REALTY CO. INC.

- NOTES
1. DISTANCES ON CORNER LOTS ARE TO THE INTERSECTION OF PROJECTED STREET LINES
  2. 25' RADIUS ON ALL STREET CORNERS
  3. ALL LOT LINES ARE AT RIGHT ANGLES TO STREET UNLESS OTHERWISE INDICATED
  4. ALL EASEMENTS ARE FOR DRAINAGE AND UTILITIES UNLESS OTHERWISE INDICATED.
  5. EXISTING IRON MARKERS (—○—) INDICATED.
  6. IRON MARKERS TO BE PLACED AS INDICATED (—○—)

BRAND & HOWELL REALTY CO., INC.

IRON MARKERS PLACED ON LOT CORNERS JUNE 27, 1974 AND PLAT REVISED TO INDICATE EXISTING IRON MARKERS.



Revised July 17, 1974

See also 1713

THIS PLAT WAS PREPARED FOR RECORDING AND PRESERVATION OF THE LAND PLATTED WITH THE HIGHEST STANDARD AND ACCORDANCE WITH THE GEORGIA LAND PLATTING ACT OF 1932 (O.C.G.A. § 44-1-1).

*John P. Bluff*  
 Surveyor  
 State of Georgia



WILLOW BEND ESTATES  
 168 LAND LOT 168  
 HOUSTON COUNTY  
 NOVEMBER 20, 1973  
 SCALE: 1"=100'

ROXTON SURVEYING CO.  
 WANNER ROBINS, O.A.  
 DRAWING NO. 3792-C

PLAT OF  
 SECTION NO. 1  
 SONJA HEIGHTS  
 M 17  
 M 13

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

BE IT RESOLVED that Mayor and Council of the City of Warner Robins hereby authorize Mayor Toms to execute an agreement with Shana Moss to perform the duties of tax consultant for the City.

This 7<sup>th</sup> day of October, 2019.

**CITY OF WARNER ROBINS, GEORGIA**

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

Attest:

\_\_\_\_\_  
Kim Demoonie, Interim City Clerk

STATE OF GEORGIA  
CITY OF WARNER ROBINS

## CONTRACT

This contract entered into the \_\_\_\_ day of October, 2019, between Shana Moss (hereinafter referred to as "Ms. Moss") and the City of Warner Robins, Georgia (hereinafter referred to as "City") regarding the performance of collecting taxes and other services for the City on a contract as follows:

1.

The term of this Contract shall commence on the date executed and continue until December 31, 2019. Such term may not be extended except through execution of a new contract.

2.

Ms. Moss agrees to perform the duties of consultant for the City under the direction of the Interim City Clerk on matters to include, but not limited to the following:

Advise and assist in the overall function of the tax office to include but not limited to the following:

- Receipt payments
- Train on Manitron system
- 2019 election tasks

Ms. Moss will work forty (40) hours per week. Ms. Moss agrees to invoice the City for her time to be paid on a bi-weekly basis.

3.

The City will compensate Ms. Moss at the rate of \$25.00 (twenty-five and 00/100 dollars) per hour for compensable time under this contract. Further, the City shall pay mileage at the appropriate City rate for all travel to and from Ms. Moss' residence, said amount being calculated to and from the Warner Robins city hall.

4.

The City also agrees to provide all office supplies materials and equipment necessary for Ms. Moss to complete her work under this contract.

5.

Either party may terminate this contract with five (5) business days written notice to the other party. After the notice period, invoicing shall be finalized with no additional payments beyond the final invoice.

6.

This contract represents the entire agreement between the parties and all prior representations whether verbal or written are void if not contained herein.

7.

The terms of this contract are severable and if a court of competent jurisdiction declares any party of the Contract unlawful, the remaining parts shall be deemed to stay in full force and effect.

8.

This contract shall be governed by the law of the State of Georgia.

9.

This contract is personal to Ms. Moss, and she acknowledges that it is not assignable. Ms. Moss further agrees and acknowledges that she is a consultant and not an employee and not entitled to any City benefits during the term of this agreement or any extension thereof; specifically, Ms. Moss acknowledges that she will not be covered by the City's workers' compensation plan for any on-the-job injuries which may occur during the term of this contract. By her execution of this document, Ms. Moss knowingly and voluntarily waives any claim to any benefits under the City's workers' compensation plan.

Witness the hands of the parties on the date written above.

CITY OF WARNER ROBINS

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

Attest: \_\_\_\_\_  
Kim Demoonie, Interim City Clerk

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Shana Moss

\_\_\_\_\_  
Witness

CITY OF WARNER ROBINS  
STATE OF GEORGIA

RESOLUTION

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

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

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

-1-

Mark Polk, promoted from Utilities Locator, Job Class #962, Grade 14, Utility Department, to Compliance Training Officer, Job Class #971, Grade 17, Utility Department, to be effective October 7, 2019.

-2-

Darrall Mays, promoted from Rodder Operator (Sewer), Job Class #950, Grade 11, Utility Department, to Utilities Locator, Job Class #962, Grade 14, Utility Department, to be effective October 7, 2019.

-3-

Roderick Lofton, promoted from Meter Reader, Job Class #940, Grade #9, Utility Department, to Utilities Locator, Job Class #962, Grade 14, Utility Department, to be effective October 7, 2019.

-4-

Aaron Squires, promoted from Equipment Operator, Job Class #461, Grade #10, Public Works Department, to Heavy Equipment Operator (Stormwater), Job Class #492, Grade 12, Public Works Department, to be effective October 7, 2019.

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

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

ATTEST:

\_\_\_\_\_  
Kim Demooneie, Interim City Clerk