

City of Warner Robins  
Council Agenda August 3, 2020  
Council's Chamber  
5:00 p m

**Mayor Officially Opens Meeting**

Opening Prayer Led by **Councilman Bibb**

Pledge of Allegiance by **Councilman Holmes**

**Mayor Calls Meeting to Order**

Adoption of the Agenda: Motion –  
Second –

1. Approval of Minutes from Regular Meeting of July 20, 2020 – **Lashley**
2. Purchasing Bids – **Lee**
3. Resolution – Employee Promotions – **Curtis**
4. Resolution – Memorandum of Understanding – Houston County Board of Education – **Lauritsen**
5. Motion – Appointment Planning and Zoning Board – **Bibb**

Council Comments

Mayor's Comments

Adjourn

City of Warner Robins  
Council Agenda August 3, 2020  
Council's Chamber  
5:00 p m

**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.

***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.***



# City of Warner Robins City Council Meeting Minutes

Monday, July 20, 2020

5:30 PM

Council Chambers

## Regular Meeting of Warner Robins City Council

Meeting conducted via teleconference\* and in person, due to the State of Emergency issued by Governor Brian Kemp on March 13, 2020 concerning the Coronavirus disease (COVID-19). O.C.G.A. §50-14-1(g) allows cities to conduct a meeting via teleconference, without a requirement of having a quorum present in person, when "necessitated by emergency conditions,".

**Presiding:** Mayor Randy Toms

### City Officials Present:

Councilman Daron Lee  
Councilman Charlie Bibb  
Councilman Keith Lauritsen

Councilman Kevin Lashley  
\*Councilman Clifford Holmes  
Councilman Larry Curtis

**Opening Prayer:** Councilman Lauritsen

**Pledge of Allegiance:** Councilman Bibb

**Call to Order:** 5:27 p.m.

**Adoption of the Agenda:** Councilman Lashley moved to adopt the agenda. Councilman Lauritsen seconded the motion. Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for adoption of the agenda.

**Proclamations, Awards and Presentations:** N/A

### Action Items:

Action Item 1	Presentation of Minutes
The minutes of the regular meeting of July 06, 2020 were presented for approval.	
<b>Motion:</b>	Councilman Holmes moved for the approval of the minutes for regular meeting of Monday, July 06, 2020
<b>Second:</b>	Councilman Lashley
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 2 Purchasing Coversheet	
Purchasing Bid List item, attached hereto, were presented for approval.	
<b>Motion:</b>	Councilman Lashley presented and moved for the approval of the Purchasing Bid Coversheet with the Amendment of item #5 (\$6795). 21 items.
<b>Second:</b>	Councilman Curtis
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 3 Resolution – Surplus Property	
A Resolution of the Mayor and Council of the City of Warner Robins declaring that certain property is no longer needed for a public purpose, or has become unusable for the purpose intended; and, that the value of the property, as presented in "Exhibit A", is less than \$500; and, that said property be sold as surplus property in accordance with the laws of the State of Georgia.	
<b>Motion:</b>	Councilman Lee motioned to approve the resolution
<b>Second:</b>	Councilman Lauritsen
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 4 Resolution – Employee Promotions	
The following employee was recommended for promotion by their respective department:	
<ul style="list-style-type: none"> <li>Austin McElrath, promoted from Public Works Maintenance Worker II, Job Class #453, Grade 9, Public Works Department, to Maintenance Worker III (STW), Job Class #493, Grade 11, Public Works Department, to be effective July 27, 2020.</li> </ul>	
<b>Motion:</b>	Councilman Curtis motioned to approve the resolution
<b>Second:</b>	Councilman Bibb
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 5	Resolution – 21 <sup>st</sup> Century Partnership
<p>A resolution of Mayor and Council of the City of Warner Robins hereby authorize a contribution to the 21<sup>st</sup> Century Partnership as budgeted for in FY 2021 in the amount of fifty-four thousand twenty-five and 05/100 dollars (\$54,025.05) and this item shall be charged to budget line item 10.01.01595.52351, Dues &amp; Memberships.</p>	
<b>Motion:</b>	Councilman Lauritsen motioned to approve the resolution
<b>Second:</b>	Councilman Lee
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 6	Resolution – Middle GA Clean Air Coalition
<p>A resolution of Mayor and Council of the City of Warner Robins hereby authorize a contribution to the Middle Georgia Clean Air Coalition as budgeted for in FY 2021 in the amount of sixteen thousand six hundred forty-seven dollars (\$16,647) and this item shall be charged to budget line item 10.01.01595.52351, Dues &amp; Memberships.</p>	
<b>Motion:</b>	Councilman Bibb motioned to approve the resolution
<b>Second:</b>	Councilman Holmes
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 7	Home Occupation Approvals
<p>The following Home Occupation Permits are recommended for approval by the Planning and Zoning Board:</p> <ol style="list-style-type: none"> <li>1. <b>Jamiya Wallace – 51 Cohen Walker Drive Apt. # 806</b> – requests permission to operate an event rental business as a home occupation.</li> <li>2. <b>Holly Harrington – 201 Minter Drive</b> – requests permission to operate a jewelry appraisals business as a home occupation.</li> <li>3. <b>Edward Henning – 202 Bruce Street</b> – requests permission to operate a security installation business as a home occupation.</li> </ol>	

4. **Cynthia M. Turner – 607 Griffin Street** – requests permission to operate an event/wedding planning business as a home occupation.
5. **Terry L. Wilson – 315 Angelina Grace Drive** – requests permission to operate an employment services business as a home occupation.
6. **Jamarra Nelson – 110 Regency Court** – requests permission to operate a real estate business as a home occupation.
7. **Kristan Hawkins – 104 Molly Court** – requests permission to operate an Athletic fitness coaching business as a home occupation.

<b>Motion:</b>	Councilman Holmes moved for the approval
<b>Second:</b>	Councilman Curtis
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 8	Rezoning Petition – Happel Construction Co./ tracts B-1 & B-5, also known as tax parcel [OW1060 021000], totaling 31.6 acres, located in the Southeastern quadrant of Feagin Mill Road and S Houston Lake Road, having frontage on Feagin Mill Road, S Houston Lake Road, and Lochlyn Place, from the zoning of C-2[General Commercial District] to the zoning of R-4[Multi-Family Residential District]
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Happel Construction Co. – requests the rezoning of a portion of property, tracts B-1 & B-5, also known as tax parcel [OW1060 021000], totaling 31.6 acres, located in the Southeastern quadrant of Feagin Mill Road and S Houston Lake Road, having frontage on Feagin Mill Road, S Houston Lake Road, and Lochlyn Place, from the zoning of C-2[General Commercial District] to the zoning of R-4[Multi-Family Residential District]. The Planning and Zoning Commission approved this request and its recommendation forwarded to the Mayor and Council of the City of Warner Robins for final approval.

<b>Motion:</b>	Councilman Lashley moved for the approval of the resolution.
<b>Second:</b>	Councilman Curtis
<b>Motion:</b>	Councilman Lashley amended his prior motion and further moved to table this rezoning petition until a traffic study was complete and conceptual plans are presented to Mayor and Council.
<b>Second:</b>	Councilman Curtis
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Lashley, Holmes and Curtis voted to table this rezoning petition. Councilman Bibb voted in opposition.

Action Item 9	Ordinance #25-20 – Annexation – NK Properties East, LLC /50.05 acre portion of property located at 700 Hwy 96
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Ordinance #25-20 of the Mayor and Council of the City of Warner Robins annexing all that property in the 10th Land District of Houston County, Georgia being in Land Lots 165, 188, and 197 consisting of 235.98 acres which is identified as Tract “A” on a plat prepared by Robert L. Story, Professional Land Surveyor, License Number 1853 and recorded of record with the Clerk of Superior Court of Houston County, Georgia in Plat Book 71, Page 162. (Parcel No. 000780 227000). (Full Legal Description in ordinance).

NK Properties East, LLC requests the annexation and rezoning of a 50.05 acre portion of property located at 700 Hwy 96 from the zoning of R-AG[Residential Agricultural District][County] to the zonings of R-2[Single Family Residential District][City], R-3[General Residential District][City], and R-4[Multi-Family Residential District][City].

This request passed with stipulations as listed below:

- That no street tie-in or access will be allowed from Shannon Ridge Drive into the rezoned property.
- No water service will be provided from Shannon Ridge Drive.
- Water Service will be accessed from the twenty-four inch water main at Houston Lake Road.
- The storm drainage associated with this property shall be mitigated so that storm drainage from the rezoned property will not flow onto the lots on Shannon Ridge.
- Any connections to the county water mains will be withheld unless these stipulations are met.

Motion:	Councilman Lee presented Ordinance #25-20, moved to waive the second reading of Ordinance #25-20 and moved for approval of Ordinance #25-20.
Second:	Councilman Bibb
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.
Motion:	Councilman Lee moved to approve the zoning request of R – 2 [Single Family Residential District][City], R-3[General Residential District][City], and R-4 [Multi-Family Residential District][City].
Second:	Councilmen Bibb
Outcome:	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

Action Item 10	Rezoning Petition – Freda C. Wallentine, Carol C. Willis, Mary L. Carter, Barbara Carter / 470 S Houston Lake Road totaling 1.94 acres, from the zoning of C-1[Neighborhood Commercial District] to the zoning of C-2[General Commercial District]
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Freda C. Wallentine, Carol C. Willis, Mary L. Carter, Barbara Carter requests the rezoning of a portion of property located at 470 S Houston Lake Road totaling 1.94 acres from the zoning of C-1[Neighborhood Commercial District] to the zoning of C-2[General Commercial District].

Planning and Zoning approved this request (passed with two yes votes and one no vote) and was its recommendation was forwarded to Mayor and Council of the City of Warner Robins for final approval.

<b>Motion:</b>	Councilman Curtis moved to table this item until a traffic study is complete.
<b>Second:</b>	Councilman Lee
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted to table this rezoning petition.

<b>Action Item 11</b>	<b>Ordinance – City of Warner Robins Classification Plan</b>
Mayor asked to have this item removed from the agenda	
<b>Motion:</b>	
<b>Second:</b>	
<b>Outcome:</b>	

<b>Action Item 12</b>	<b>Resolution – Appointment to the Development Authority of Warner Robins (DAWR)</b>	
Mayor and Council of the City of Warner Robins, acting pursuant to O.C.G.A. § 36-62-4, appoint the following individual to the Board of Directors of the Development Authority of the City of Warner Robins:		
<b>Name</b>	<b>Effective Date of Appointment</b>	<b>Term to Expire</b>
Tim Thomas	July 21, 2020	July 21, 2024
<b>Motion:</b>	Councilman Curtis moved for the approval of the resolution.	
<b>Second:</b>	Councilman Lee	
<b>Outcome:</b>	Councilmen Lee, Holmes and Curtis voted for approval. Councilmen Lauritsen, Bibb and Lashley voted in opposition.	

<b>Action Item 13</b>	<b>Resolution – Appointments to the Development Authority of Warner Robins (DAWR)</b>	
Mayor and Council of the City of Warner Robins, acting pursuant to O.C.G.A. § 36-62-4, appoint the following two (2) individuals to the Board of Directors of the Development Authority of the City of Warner Robins:		
<b>Name</b>	<b>Effective Date of Appointment</b>	<b>Term to Expire</b>
Mark Scarborough	July 21, 2020	July 21, 2024

Lauren Shultz	July 21, 2020	July 21, 2024
<b>Motion:</b>	Councilman Lashley motioned to table this resolution.	
<b>Second:</b>	Councilman Lauritsen	
<b>Outcome:</b>	Councilmen Lee, Lauritsen, Lashley, Holmes and Curtis voted in approval. Councilman Bibb voted in opposition.	

<b>Action Item 14</b>	<b>Resolution – JAG Grant (WRPD)</b>
<p>Mayor and Council hereby authorizes Mayor Randy Toms to apply for Justice Assistance Grant (JAG) funds and execute a joint agreement with The Board of Commissioners of Houston County and the Houston County Sheriff’s Office for JAG funds for FY 2020. The City of Warner Robins will serve as the applicant/fiscal agent and will be responsible for administration of the total award of \$35,636.</p>	
<b>Motion:</b>	Councilman Holmes moved for the approval of the resolution.
<b>Second:</b>	Councilman Lashley
<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted for approval.

<b>Action Item 15</b>	<b>Motion – Appointments/Reappointments Planning and Zoning Board</b>
<p>The following listed Board Members need replacement or reappointment:</p> <p>Planning &amp; Zoning Board</p> <ol style="list-style-type: none"> <li>1. Eric Blazi (Expired term)</li> <li>2. Arthur Head (Expired term)</li> <li>3. Steve Minor (Resigned)</li> <li>4. Jeff Rowland (Resigned)</li> </ol> <p>Replacement or reappointment for these members is needed as soon as possible. Upon speaking with Eric Blazi and Arthur Head, both stated that they are willing to serve another term on the Board if considered for reappointment. It is also requested that Miranda Britt be appointed to the Board to replace Mr. Minor’s term ending on January 1, 2022. (Note: Planning &amp; Zoning Board terms are for five years.)</p>	
<b>Motion:</b>	Councilman Lauritsen motioned for the approval of the appointments/reappointments.
<b>Second:</b>	Councilman Lee

<b>Outcome:</b>	Councilmen Lee, Bibb, Lauritsen, Lashley, Holmes and Curtis voted approve appointments.
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**Closed Session:** During the regular meeting, Mayor Toms requested a motion to enter into an executive session regarding personnel and potential litigation. Councilman Lauritsen moved for an executive session to discuss litigation and personnel. Councilman Lee seconded the motion. Councilmen Lee, Lauritsen, Lashley, Holmes and Curtis voted for approval. Councilman Bibb was in opposition of the motion. The regular Council meeting closed at 6:48 pm; the closed session ended at 7:03 pm. Mandy Stella, City Clerk is in possession of closed session minutes.

**Adjournment:** 6:48 p.m.

**Next Regular Council Meeting:** Monday, August 3, 2020

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Mandy Stella  
City Clerk

DRAFT

# CITY OF WARNER ROBINS, GEORGIA

**COUNCIL DATE: July 20, 2020**

**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) RENEW - AutoCAD Software & Support Subscription for 2020 - ANNUAL CONTRACT	DLT Solutions, Inc. Herridon, VA	\$5,348.60	1575-52041 / \$10,050.00 ENGINEERING Professional Service Software & Support	Contract Period: August 1, 2020 - July 31, 2021 4 Each @ \$1,173.15
2) RENEW - Building Permit & Inspection Manager Software Program ANNUAL CONTRACT	Comcate, Inc. Oakland, CA	\$8,442.63	7220-52041 / \$10,000.00 Remaining BLDG & TRANSPORTATION - Professional Services Software & Support	Contract Period: July 22, 2020 - July 21, 2021
3) RENEW - Laserfiche Annual Support	MCCI, LLC Tallahassee, FL	\$16,820.75	1535-52041 / \$309,505.00 Remaining INFO SYSTEMS / Professional Services Software & Support	Contract Period: September 29, 2020 - September 28, 2021
4) CHANGE ORDER #1 - Add 16 ft. roof over the covered loading docks at the Central Receiving Warehouse  Bid No.: PW-4234	JW Shurtlesworth LLC Perry, GA	\$15,000.00	3507-54101 / 2018 SPLOST CENTRAL STORES BUILDING	
5) Toshiba e-Studio 3515AC Color Digital Imaging Systems	MBG Office Systems Macon, GA	\$5,849.00	3524-54124 / 2018 SPLOST GENERAL GOV - City Hall Fixtures	

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
6) FARO 3D Scanner for Crime Scenes & Accidents GSA Contract #GS-07F-197GA	FARO Technologies Lake Mary, FL	\$28,252.10	3220-54121 / \$45,922.00 Remaining	Money encumbered on PO# 50097 out 2019/2020 budget.
7) Camera System Replacement for Detection Loops at Russell Pkwy & Moody Rd	Utilicom Supply Associates Norcross, GA	\$13,647.86	4270-52144 / 60,000.00 Remaining	Money encumbered on PO# 50180 out 2019/2020 budget.
8) Replacement Microphones & Batteries for old equipment	Insight Public Sector Dallas, TX	\$12,545.40	3220-54121 / \$45,922.00 Remaining	Money encumbered on PO# 50184 out 2019/2020 budget.
9) Replacement Engine for 2007 International Dump Truck #363	Brooks Auto Parts Douglas, GA	\$23,061.58	4221-52141 / \$72,478.48 Remaining	PUBLIC WORKS / Repairs & Mntce by Vendor - Vehicles
10) Content Management Widget including Social Media Feed Integration for CVB Website	ITI Marketing Brunswick, GA PROFESSIONAL SRVCS	\$12,000.00	18-52321 / \$90,367.00 Remaining	Contract Period: July 1, 2020 - June 30, 2021 Services include the maintenance & daily management of all content.
11) Right of Way Maintenance Bid No.: PW-4139	Blades of Glory Warner Robins, GA	\$85,025.00 Annual	61-54063 / \$15,445.33 Remaining	Contract Period: August 1, 2020 - July 31, 2021
			STORMWATER - New Projects	

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
12) RENEWAL - Leads Online Power Plus Investigation System Service Package - ANNUAL CONTRACT	Leads Online, LLC Plano, TX <b>PROFESSIONAL SERVICE</b>	\$8,627.00	3210-52041 / \$178,920.00 Remaining POLICE - Professional Services Software & Support	Contract Period: July 1, 2020 - June 30, 2021
13) RENEWAL - OSSI Contracts Program Maintenance & Support - ANNUAL CONTRACT	Ramundsen Superior Holdings Dba: Superion, LLC Lake Mary, FL	\$123,283.04	3210-52041 / \$178,920.00 Remaining POLICE - Professional Services Software & Support	Contract Period: July 1, 2020 - June 30, 2021
14) Gym Flooring & Installation at 104 N. Armed Forces Blvd.  Bid No.: P-4301	Plae Woodstock, GA	\$16,958.96	1401-53100 POLICE / Condemned Funds - State	
15) 2020 Postage for Tax Bills Notices	Diversified Companies, LLC Chatanooga, TN	\$11,250.00 <b>Estimated</b>	1514 52331 / \$15,000.00 Remaining TAX ADMINISTRATION - Printing	
16) Master Meter Concrete Vaults for Country Meadow Subdivision	Bartow Precast, Inc. Cartersville, GA  SOLE SOURCE	\$8,624.00	4440 54063 / \$100,000.00 Remaining UTILITIES / WATER - New Projects	
17) Contract for City Surplus Online Auction Services	L. W. Benton Company, Inc. d/b/a Bidder One Macon, GA	10% Commission		
18) 2019 Ford Prisoner Transport Van  Bid No.: P-4307	Alan Jay Automotive Sebring, FL	\$43,807.00	3220-54123 POLICE / Vehicles	Money encumbered on PO# 50096 out 2019/2020 budget.

BID NUMBER / ITEMS	VENDOR	COST	ACCOUNT NO. / BUDGET	COMMENTS
19) Amendment to Ford Police Interceptor SUV order from January 2019	Langdale Ford Co. Valdosta, GA	\$37,146.88	1401-53100 POLICE / Condemned Funds - State	Replacement vehicle due to manufacturers damage to original vehicle Money encumbered on PO#47135
20) Badges ANNUAL CONTRACT Bid No.: GG-4306	Dana Safety Supply Greensboro, NC	37.2% off catalog price Attachment #2	POLICE DEPARTMENT FIRE DEPARTMENT Uniforms & Clothing	Contract Period: August 1, 2020 - July 31, 2021 Ordered on an as-needed basis throughout the year

BID NO.: P-4307  
 BID OPENING DATE: Thursday, July 16, 2020

**BID TABULATION**

ATTACHMENT #1

Line #	Description	QTY	UOM	ALAN JAY AUTOMOTIVE		Brannen Motor Company		Allan Vigil Ford Lincoln		Langdale Ford (PNBR, LLC)		MobilityTRANS	
				Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit
1	2019/2020/2021 Ford T-350 LR CV Prisoner Transport Van	1	Each	\$43,807.00	\$43,807.00	\$44,421.00	\$44,421.00	\$45,386.00	\$45,386.00	\$46,884.00	\$46,884.00	\$59,811.00	\$59,811.00

BID TABULATION

BID NO.: GG-4306

BID OPENING DATE: Thursday, July 16, 2020

ATTACHMENT #2

Line #	Description	Mfr	Mfgno	QTY	UOM	Estimated	T&T Uniforms Inc		Dana Safety Supply, Inc.	
							Total Price	Extended	Total Price	Extended
1	Blackinton Police Fire Badges			1	EA		20.0%		37.2%	
2	Blackinton Cut Out Letters			1	EA		20.0%		37.2%	
3	Blackinton Insignia			1	EA		20.0%		37.2%	
4	Blackinton Set-Up Charge			1	EA		0.0%		0.0%	
5	Alternate Police Fire Badges			1	EA		No Bid		37.2%	
6	Alternate Cut Out Letters			1	EA		No Bid		37.2%	
7	Alternate Insignia			1	EA		No Bid		37.2%	
8	Alternate Set-Up Charge			1	EA		No Bid		0.0%	

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-

Melanie Byer, promoted from Administrative Operations Manager, Job Class #602, Grade 18, Police Department, to Risk Manager, Job Class #330, Grade 20, Human Resources Department, to be effective August 10, 2020.

-2-

Ashley Lowry, promoted from Transport Officer, Job Class #604, Grade 11, Police Department, to Police Recruit Officer, Job Class #641, Grade 600, Police Department, to be effective August 10, 2020.

-3-

Conner Milam, promoted from Transport Officer, Job Class #604, Grade 11, Police Department, to Police Recruit Officer, Job Class #641, Grade 600, Police Department, to be effective August 10, 2020.

-4-

Sydney Sant, promoted from Transport Officer, Job Class #604, Grade 11, Police Department, to Police Recruit Officer, Job Class #641, Grade 600, Police Department, to be effective August 10, 2020.

This \_\_\_\_\_ day of \_\_\_\_\_, 2020

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

ATTEST:

\_\_\_\_\_  
Mandy Stella, City Clerk

**CITY OF WARNER ROBINS  
STATE OF GEORGIA**

**RESOLUTION**

BE IT RESOLVED, that Mayor and Council hereby authorizes Mayor Randy Toms to execute a Memorandum of Understanding with the Houston County School District for two (2) School Resource Officers for the 2020 – 2021 school year.

This 3<sup>rd</sup> day of August, 2020.

**CITY OF WARNER ROBINS, GEORGIA**

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

Attest:

\_\_\_\_\_  
Mandy Stella, City Clerk

DRAFT

**School Resource Officer Program**  
**Memorandum of Understanding**  
**Attachment**  
**Warner Robins Police Department**  
**2020-2021**

**A. Introduction**

School districts throughout the United States are faced with an increasing demand on time and resources to plan for, respond to, and resolve issues relating to the safety and security of students, employees, and facilities. A prosperous future for Houston County depends greatly upon the ability to properly educate children. Effective schooling requires a safe and peaceful environment to encourage learning. Consequently, the Warner Robins Police Department, Perry Police Department, and Houston County Sheriff's Office in collaboration with the Houston County School District, conducts the School Resource Officer Program to provide school administrators and staff with the law enforcement resources and expertise needed to maintain safety, order, and discipline throughout the school.

**B. Goals and Objectives**

The goals of the School Liaison Unit and School Resource Officer Program are to assist the Houston County School District in providing a safe learning environment and to improve relationships between law enforcement officers and today's youth. The program also attempts to promote a better understanding of the law enforcement officer's role in society while educating students, parents, and school personnel, which will build a better community while also providing a role model in the educational system.

The first priority of the SRO is to provide a safe and positive learning environment and assist in the maintenance of order in the school.

To act as an advisor to the school staff in safety matters, violence reduction strategies and legal aspects of the activity of students.

To provide a positive role model to the students and to foster better understanding between the law enforcement community and the students and staff.

To assist students through counseling them in law enforcement related problems and to assist them by mediating disputes. Attempts will be made to identify problems with students in order to address their problems in a non-violent manner.

**C. Qualifications**

The School Resource Officer (SRO) shall meet the following qualifications:

1. Be a certified law enforcement officer by the State of Georgia.
2. Have excellent communication skills.
3. Be able to relate well to children of all ages.
4. Ability to work cooperatively in a non-law enforcement environment with little supervision.

**D. Employment Status of School Resource Officers**

1. The Warner Robins Police Department shall furnish law enforcement officers, employed by the Warner Robins Police Department to serve as School Resource Officers and one law enforcement officer to serve as the School Liaison Supervisor to Houston County School District.
2. Chain of Command
  - a. School Liaison Unit personnel shall remain employees of the Warner Robins Police Department and shall not be employees of the Houston County School District. The School District and the Chief of Police acknowledge that the School Resource Officers shall remain responsive to the chain of command.
  - b. Understanding the SRO's chain of command, the SRO shall also respect the position of the principal. Even though the Principal or Assistant Principal is not the SRO's supervisor, the SRO shall exhibit the same respect and consideration as his/her immediate supervisor.
  - c. The SRO shall inform the principal of any situation that might arise at the school between the SRO and a staff or faculty member. The SRO shall address the issue with the principal and the SRO's supervisor.
3. Financial Considerations

It is agreed by both parties in this Memorandum of Understanding, that the Houston County School District has an agreement with each agency on the cost of the School Resource Officers.

**E. Duties of School Resource Officers**

1. Regular Duty Hours of School Resource Officers
  - a. Each SRO shall be assigned to a school on a full time basis of eight (8) hours for the 190 days that teachers are on contract.
  - b. The SRO will return to the School Liaison office daily to complete all paperwork and other assignments as necessary.
  - c. The Chief of Police/Sheriff may temporarily reassign the SROs during

school holidays and vacations or during the period of a police emergency.

- d. SROs will wear the class "A" uniform and drive a marked police vehicle.
- e. SROs are to notify their supervisor and the principal of their assigned school(s) if they will not be at work for any reason. The SRO shall also notify the principal or his/her designee whenever they will be off campus and when they return. If possible, the SRO will have a substitute in his/her place at the school when absent.
- f. SROs will assist in the preparation, coordination, and review of their respective school safety plans to address incidents that could occur in the school setting. They will ensure the plans are in compliance with Georgia Statue 20-2-1185. In addition, SROs will be a member of the school safety committee and conduct a building assessment of his/her school on a yearly basis.
- g. As possible, SROs will attend the annual Safe Schools Conference in the State of Georgia.
- h. SROs will provide annual coverage for athletic events, summer school, Extended School Year (ESY), Enhancement, and any other events/programs for students.

2. School Liaison Unit Supervisor

- a. The Supervisor will establish and maintain a working knowledge of, and adhere to, all laws, ordinances, and regulations of city, state, and federal government, general orders, written policies, and procedural directives, as well as possess knowledge of school rules, regulations, and laws regarding student safety and conduct.
- b. The Supervisor will work in coordination with the Superintendent and Assistant Superintendents with the Houston County School District to achieve the goals and objectives as stated above.
- c. The Supervisor will serve in a consultant capacity as the direct point of contact between the Police/Sheriff's Department and the school district for operational and administrative school safety and security issues.
- d. The Supervisor will establish and maintain effective relationships with school personnel and public safety agencies to ensure a continued commitment to keep schools safe for all students to reach their learning potential.
- e. The Supervisor will assist in the preparation, coordination, and review of the Houston County Schools safety plans to address incidents that could

occur in the school setting. He will ensure the plans are in compliance with Georgia Statue 20-2-1185. In addition, the supervisor will be a member of the district safety committee and conduct a building assessment of his respective schools on a yearly basis.

- f. As possible, supervisors will attend the annual Safe Schools Conference in the State of Georgia.

### 3. School Resource Officer (SRO)

The SRO is a sworn Police Officer with the Warner Robins Police Department, Perry Police Department, or Sheriff's Office assigned to provide the law enforcement expertise and resources required to assist the School Administrators in maintaining safety, order, and discipline within their assigned school. The SRO comes under the supervision of the School Liaison Supervisor. The SRO will be considered an active member of the administrative team of his or her assigned school. SROs should refrain from functioning as a school disciplinarian with infractions that do not constitute violations of the law.

The SRO assigned school buildings, grounds, and surroundings will be the equivalent of the SRO's police service area, and he or she assumes primary responsibility for handling all calls for service and coordinating the response of other police resources to the school. Pursuant to § 20-2-1184 of the Official code of Georgia, certain types of criminal activity that comes to the attention of a principal or school official shall be reported immediately to law enforcement. In an emergency situation, the school should notify 911 and also notify the SRO. In a non-emergency situation, the school should notify the SRO or call 911 if the SRO is not available.

### 4. Additional Duties of the SRO

- a. When requested by the principal, the SRO shall attend parent/faculty meetings to solicit support and understanding of the program.
- b. The SRO shall make himself/herself available for a conference with students, parents, and faculty members in order to assist them with problems of law enforcement or crime prevention nature.
- c. The SRO shall become familiar with all the community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies when necessary thereby acting as a resource person to the students, faculty and staff of the school.
- d. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations, which may result from student unrest.

- e. The SRO shall give assistance to other police officers and deputy sheriffs in matters regarding his/her school assignment, whenever necessary.
  - f. The SRO shall, whenever possible, participate in and/or attend school functions to further establish rapport with the students.
  - g. The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. However, if the incident is a violation of the law, the principal shall contact the SRO and the SRO shall then determine whether law enforcement action is appropriate.
  - h. SROs are not to be used for regularly assigned lunchroom, bus ramp, or other duties. This does not prohibit the SRO from assisting the school in problem or high traffic areas. The SRO needs to be free to move about the campus so as not to create a routine.
  - i. In all cases involving violations of the law, the SRO has the final say in what legal action will be taken. However, the principal's opinion should be taken into consideration when making the final decision
  - j. Coordinate with the principal for extra duty security and inform his/her supervisor of the request for security. The supervisor of the School Liaison Unit will be responsible for security and law enforcement activity at extra-curricular events as determined by the principal. The school shall be responsible for paying the SRO and other officers for security at school functions and extra-curricular activities that are outside his/her regular duty hours.
  - k. Perform ongoing security checks of the campus and make recommendations to the principal.
5. Instructional Responsibilities. (ADVANCE PROGRAM)
- a. The SRO assigned to middle schools will teach the approved ADVANCE Curriculum to all sixth grade students beginning the 2019-2020 school year.
  - b. The SRO will not teach any subject or topic that has not been approved by the Principal at his/her assigned school.
  - c. No letters, pamphlets, flyers, etc. will be distributed to students until the Principal has given his/her approval.
  - d. All counseling or meetings with a student must be approved by an administrator.
  - e. The Principal is to be kept informed of all activities pertaining to the students and staff at his/her school that the SRO is involved in.

**F. Rules and Guidelines**

## 1. Procedures

- a. SROs shall be subject to all policies and procedures of the Warner Robins Police Department.
- b. SROs will be evaluated by their supervisor annually. The supervisor shall solicit the input of the school principal or his/her designee prior to completing the evaluation.
- c. If it is necessary for the SRO to be off campus during regular school hours or will be out for any reason, the SRO shall notify his/her supervisor and principal or his/her designee at his/her assigned school.

## 2. Response to Criminal Activity

- a. SROs are expected to respond to all criminal activity on the school campus and take the appropriate action, involving other law enforcement officials when necessary.
- b. SROs investigating a crime that occurred on campus should follow existing agency policy and procedures.
- c. Should it become necessary to conduct formal police interviews with the students, the SRO shall adhere to school board policy, police policy, and legal requirements with regard to such interviews.
- d. With certain exceptions, the investigation and questioning of students during school hours or at school events should be limited to situations where the investigation is related to the school. Investigations and questioning of students for offense not related to the operation of, or occurring at the school would occur in such situations where, for example, delay might result in danger to any person, flight from jurisdiction by a person suspected of a crime, or destruction of evidence.
- e. The SRO shall take law enforcement action as required. As soon as practicable, the SRO shall make the principal of the school aware of such action. At the principal's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of law.

Whenever practicable, the SRO shall advise the principal before requesting additional police assistance on campus.

- f. SROs should coordinate their activities so that action between the Police Department and the school is cooperative and in the best interests of the school and public safety.

### 3. Arrest Procedures

- a. The arrest of a student or employee of the school with a warrant should be coordinated through the principal and accomplished after school hours, whenever practical.
- b. In situations where an arrest of a student or staff member takes place during school hours or on school grounds when a crime is being committed in the presence of the SRO, the SRO shall inform the principal as soon as possible.
- c. When an SRO takes a student into custody, existing rules of criminal procedures shall be followed. The SRO shall ensure that parental notification is made for any student arrested who is under the age of 18.
- d. The SRO shall follow all policies and procedures of their respective agency whenever making an arrest.

### 4. Transportation of Students

- a. SROs shall not transport students in their official vehicle unless:
  1. They are under arrest
  2. They are a victim of a crime.
  3. They are truant and being returned to school; or
  4. An actual emergency exists.
- b. SROs are to follow existing agency policies when transporting a student.

### 5. Search and Seizure

- a. School Officials (Administrative Search)

The Houston County School District endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may

proceed without hindrance or delay, but they shall be conducted in a manner, which ensures that students are not arbitrarily stripped of personal privacy.

1. School Officials shall abide by Board Policy Descriptor Code: JCAB, Interrogations and Searches of Students when they believe reasonable suspicion exists to conduct such search.
2. Administrative searches will be conducted by school personnel and entirely without the participation of law enforcement officers. SROs cannot conduct a search on behalf of school administrators or as agents of the school.

b. SROs

1. SROs *will not* be involved in administrative searches except when the safety of school personnel is in question such as violent threats, weapons, etc. In this case the SRO will only be present and will not participate in the actual search. At no time shall an SRO request or suggest that an administrative search be conducted for law enforcement purposes.
2. Any search initiated by an officer shall be based upon probable cause or articulable reasonable suspicion that a criminal offense has been committed or may be committed, and that the suspect may be armed. At all times SROs shall follow state, federal, and local laws as well as departmental policies and procedures when conducting a search.

**G. Release of Student Information**

The release of student records is governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. "School officials" may access and disclose student records only as authorized by FERPA.

1. School Resource Officers

- a. For purposes of access to student records, the SROs are considered "school officials" and may be provided student information as needed to carry out their duties related to the school environment. On a routine basis, SRO's access to student record information shall be limited to system-wide directory information (defined below) that will include information on all students in the school district that have not opted-out of the disclosure of directory information. In addition to this system-wide district look up of directory information, SROs also will be granted access to a school-wide look up for students in the school to which the SRO is assigned. This school-wide look up will include additional items of

information, such as class schedule, date of birth, gender, address, parental/guardian information, and phone numbers that an SRO may need to perform his or her duties, but which are not designated as directory information.

- b. The SROs may only disclose student records and information contained therein to the Police/Sheriff's Department and to other law enforcement officials as described below. "Law enforcement records" are those records, files, documents, and other materials that are created and maintained by the SRO for the purpose of ensuring the physical safety and security of people and property in the Houston County School District and/or the enforcement of any local, state or federal law even if such records also serve the dual purpose of investigating and enforcing school disciplinary rules. Because "law enforcement records" are not student records, they are not subject to the disclosure restrictions of FERPA.
- c. Copies of law enforcement records that are provided to school administrators for the purpose of school discipline become student records that may be maintained in student's files and are subject to the disclosure restrictions of FERPA. The original law enforcement record maintained by the SRO, however, remains exempt from the disclosure restrictions of FERPA.

## 2. Law Enforcement Officials

- a. Law enforcement officers who are not assigned to the schools as part of the SRO Program may have access to student record information without parent permission and consent only if:
  - 1. The School Board has designated the information as "directory information", or
  - 2. The knowledge of student record information is needed to protect the health and safety of a student or other person in an emergency situation, or
  - 3. The School Board is presented with a search warrant, subpoena, or other valid court order requiring the release of student records to the law enforcement official or agency.

## 3. Directory Information

- a. The Houston County Board of Education under Board Policy, Student Records, Descriptor Code: JR, designates certain information from student education records as "directory information", as is specified in this paragraph. Unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated as directory information as to that

individual student, such information will not be considered confidential and may be disclosed upon request.

b. Directory Information is as follows:

1. Student's name
2. Student's month and day of birth
3. School at which a student is enrolled
4. Student's participation in official school activities and sports
5. Weight and height of athletic team members used in information for the public
6. Dates of attendance at schools within the Houston County School District
7. Awards or honors received during the time the student is enrolled in the Houston County School District
8. Photograph used to publicize awards, honors, extracurricular activities, sports or school promotions
9. Grade

c. Health and Safety Emergency

School officials may disclose any information from student records to appropriate parties, including law enforcement officials, whose knowledge of the information is needed to protect the health or safety of a student or another individual if there is a significant and articulable threat to the health or safety of a student or other individual, considering the totality of the circumstances.

Law enforcement officials seeking access to records under the health and safety emergency exception should contact the student's school principal and must present sufficient information for the principal to make the determination that a health and safety emergency, within the requirements of FERPA, exists.

**H. Conclusion**

This agreement represents mutually agreed goals and objectives of the Warner Robins Police Department, Perry Police Department, and Houston County Sheriff's Office with the Houston County School District.

This endeavor is a partnership between education and law enforcement to support a collaborative, problem-solving approach to ensure a safe and secure educational environment and effective/timely coordination and communication of information, which effects the operation of all parties.

This Memorandum of Understanding will remain in force until such time as either party withdraws from the agreement by delivering a written notification of such rescission to the other party. It shall be reviewed annually and amended as

necessary to meet the needs of the signatory agencies. This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not a party hereto.

DRAFT

**School Resource Officer Program**  
**Memorandum of Understanding**  
**Between**  
**Warner Robins Police Department**  
**And**  
**Houston County School District**

This Memorandum of Understanding (MOU) is entered into on this 1<sup>st</sup> of July, 2020 between the Houston County School District and the Warner Robins Police Department. The Houston County School District and the Warner Robins Police Department mutually agree as follows:

1. Warner Robins Police Department will provide 2 School Resource Officers to carry out specific duties as outlined in the attached policy, procedures, duties, and responsibilities.
2. Houston County School District will pay \$75,794.59 per officer, with a total cost of \$151,589.18. The school district will pay the cost in one installment of \$151,589.18.
3. This MOU will remain in effect from July, 2020 to June, 2021.
4. The attachment is incorporated by reference and is a part of this MOU.

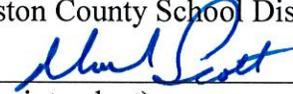
City of Warner Robins, GA

\_\_\_\_\_  
(Mayor)

Warner Robins Police Department

\_\_\_\_\_  
(Chief of Police)

Houston County School District

  
\_\_\_\_\_  
(Superintendent)

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
**CITY ATTORNEY**

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

**MEMORANDUM**

**MAYOR**  
Randy Toms

**MEMBERS OF  
COUNCIL**

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

**CITY CLERK**  
Mandy Stella

**CITY ATTORNEY**  
Julia Bowen Mize

**OF COUNSEL**  
James E. Elliott, Jr.

**TO: MAYOR RANDY TOMS**  
**FROM: SHERRI WINDHAM**  
**DIRECTOR COMMUNITY DEVELOPMENT**  
**DATE: JULY 29, 2020**  
**SUBJECT: PLANNING & ZONING MEMBER**

The following listed Board Member needs replacement:

**Planning & Zoning Board**

Jeff Rowland (Resigned)

**Recommend Replacement**

Todd Rissmiller

Replacement for Mr. Rowland is needed as soon as possible. It is requested that Todd Rissmiller be appointed to the Board to replace Mr. Rowland's term ending on January 1, 2024. (Note: Planning & Zoning Board terms are for five years.)

cc: File