City of Eatonton  
Council Meeting Agenda  
February 5, 2019  
Putnam County Commissioners Meeting Room, #203  
117 Putnam Drive  
Eatonton, Georgia 31024  
(706) 485-3311

1. Call to Order: 7:00 PM

2. Invocation: Councilwoman Teresa Doster

3. Approval of Agenda

4. Approval of Minutes *Attachment #1*
   Council Meeting – January 22, 2019

5. Public Comments
   Reading of Rules for Public Comments

6. Old Business:
   A. None.

7. New Business:
   A. Main Street Report *Attachment #7A*
   B. Semi-Annual Tourism Report by Eatonton-Putnam County Chamber of Commerce
   C. Proposed Resolution to Select an Engineer to Develop and Design a Community Development Block Grant Project *Attachment #7C*

8. Zoning:
   A. None.

9. Committee Reports:
• Finance and Personnel – Councilmember Harvey C. Walker, Jr.
• Public Utilities – Councilmember Alvin Butts
• Streets, Buildings, and Grounds – Councilmember William C. Mangum, Jr.
• Zoning and Ordinances – Councilmember Teresa W. Doster
• Environmental – Councilmember Janie B. Reid
• Community Development – Councilmember Charles R. Haley
• Public Safety – Councilmember James A. Gorley
• City Administrator – Mr. Gary Sanders
• City Attorney – Mr. Christopher D. Huskins
• City Clerk – Ms. Maria S. Jiménez

10. Executive Session

11. Motion to Adjourn
Downtown Eatonton

Revitalizing Our Downtown

P.O. Box 4384 Eatonton, GA 30214  706.749.9150
A 501-c-3 Non-Profit Corp. Designated by the Georgia Dept. of Community Affairs for the City & County

Report for City Council Meeting Tuesday February 5, 2019 – January Recap

Organization

Downtown Eatonton Director/Project Manager attended the annual assessment accreditation presentation in Macon. We have attained Classic Main Street Status.

Downtown Eatonton Director/Project Manager attended preliminary strategic planning meeting at The Hut.

Downtown Eatonton Director/Project Manager attended Downtown Eatonton board meeting.

Downtown Eatonton Director/Project Manager and various Board Members either attended the NAACP prayer breakfast and/or the Martin Luther King Day events.

Promotions

Social Media is continuing to receive responses to various event postings.

Design

Façade grant application from Maggie Lane is currently under review.

The Christmas Decorations have been put labeled and placed in the Gas Building.

Economic Vitality

Downtown Eatonton Director/Project Manager attended the proposed Merchants Association meeting.

114 North Jefferson Avenue. The former Smiths Coastal Grill Building was sold for $76,300.

Papa Johns Pizza located at 102 W. Marion Street has a proposed opening date of February 28/March 1. They are currently looking for employees both for their take-out service and delivery.

Spoke to Kameshia Ellison about her business plans for the 201 E. Sumter Street building.

Summary

We have maintained classic main street status. I would like to thank everyone involved, our volunteers, sponsors, board, the City, Council, the Eatonton Messenger and the community in supporting us during the last 12 months. Community outreach and team building continues as we seek to add partner events in 2019.

The 2nd Annual Putnam County Georgia Black History Luncheon is on Saturday February 23 at the Water Works Building (Old Senior Center) It is sponsored by R2 Management Consulting LLC, in partnership with Downtown Eatonton. Ticket for the luncheon are $10 and can be purchased in advance by calling 706 816 6800.
City of Eatonton Council Meeting  
January 22, 2019  
7:00 PM  
The Hut  
400A W. Marion Street  
Eatonton, Georgia 31024  

Elected Officials Present:  
Mayor Walter C. Rocker, Jr.  
Mayor Pro-Tem Harvey (Chip) Walker, Jr.  
Councilman Alvin Butts  
Councilwoman Teresa Doster  
Councilman James A. Gorley  
Councilman William (Bill) Mangum, Jr.  
Councilwoman Janie B. Reid  

Elected Officials Absent:  
Councilman Charles R. Haley  

Staff Members Present:  
City Administrator, Gary Sanders  
City Attorney, Christopher Huskins  
City Clerk, Maria S. Jimenez  
Chief of Police, William Kent Lawrence  
Main Street Director, Andrew Simpson  

Staff Members Absent:  
None.  

Mayor Walter C. Rocker, Jr. called the January 22, 2019 Council meeting to order at 7:00 PM.  

Invocation was given by Chief Shane Hill.  

Mayor Rocker recognized Fire Chief Eugene Hubert for special recognition of the life and 35 years of service of Assistant Fire Chief Andy Harris to the Eatonton Fire Department. Chief Hubert and Assistant Chief Tommy McElhannon presented a plaque on behalf of the Eatonton Fire Department and Ms. Bridgett Monroe presented a plaque on behalf of the families served by the Muscular Dystrophy Association to the Harris Family. Councilman Gorley presented a proclamation on behalf on of the Mayor and City Council.
Motion was made by Councilwoman Doster and seconded by Councilman Gorley to approve the agenda. Motion carried by a unanimous vote of 6-0.

Motion was made by Councilwoman Doster and seconded by Mayor Pro-Tem Walker to approve the minutes from the January 2, 2019 Council meeting with any necessary corrections. Motion carried by a vote of 6-0.

Public Comments: None.

Reading of the Rules for Public Comments: Omitted.

Mr. Sanders introduced Mr. Bill Brown, the City’s new Code Enforcement Officer/City Marshal, to the Mayor and Council. He will start work on January 24, 2019.

Old Business: None.

New Business:

Main Street Report Attachment #7A

Report for City Council Meeting Tuesday January 22, 2019 - December Recap

Organization
Main Street Director/Project Manager worked on the Annual Assessment of Accreditation.

Promotions
The Christmas Parade was canceled due to the weather.

The South Pole Express Trolley Ride was a great success. Requests were made to expand in 2019.

Design
Main Street Director/Project Manager confirmed with Lyn Romine only one Façade Grant application had been received and that was from Maggie Lane.

Economic Vitality
The Listening Ear Counseling Center at 115 South Jefferson Avenue held its Grand Opening.

Rahul Patel the Papa Johns Franchise Owner is in regular contact with Main Street Director/Project Manager.

Eatonton Antiques confirmed it would remain open until the end of January 2019. They will provide an update of their future towards the end of January.

Street Studios has extended their lease for another 6 months.

Summary
The South Pole Express Trolley Ride was a welcome addition to the Christmas in the Briar Patch and brought people both inside and outside Eatonton and Putnam County to the Downtown area. It also provided the opportunity to highlight the residential and business decorating event, that had been brought back, on
the suggestion of Councilor Reid during her time on the organization board. The added option to partner with the Dot 2 Dot Inn for afternoon tea and having Santa and Mrs. Claus at the Eatonton Putnam Library provided extra dimensions to the Trolley Ride.

December marked the end of a transitional year as far as the Downtown is concerned. 2019 may bring movement as far as merchants and potential business opportunities to Eatonton.

Main Street Director/Project Manager is also focused on building partnerships with several established cultural events both inside and outside the immediate Downtown in 2019.

Proposed Resolution to Ratify the Action of the Mayor in Signing the Middle Georgia Regional Commission 2019 Council Appointment Form Attachment #7B
Motion was made by Mayor Pro-Tem Walker and seconded by Councilman Mangum to approve the Proposed Resolution ratifying the action of the Mayor in signing the Middle Georgia Regional Commission 2019 Council Appointment Form naming the Mayor (voting member) and the City Administrator (non-voting member) to the MGRC Council and to authorize the Mayor to sign. Motion carried by a unanimous vote of 6-0.

Discussion and Possible Action on Georgia Cities Week Attachment #7C
Motion was made by Councilman Gorley and seconded by Councilwoman Doster to participate in the Georgia Municipal Association’s Georgia Cities Week for 2019. Motion carried by a unanimous vote of 6-0.

Request for Retail Package Sales of Beer and Wine License by Bilal Munawar, Iman 481, Inc. d/b/a Rana’s Travel Center located at 100 Sara Lee Drive, Eatonton, GA Attachment #7D
Motion was made by Mayor Pro-Tem Walker and seconded by Councilwoman Doster to approve the Retail Package Sales of Beer and Wine License requested by Bilal Munawar, Iman 481, Inc. d/b/a Rana’s Travel Center, located at 100 Sara Lee Drive, Eatonton, GA. Motion carried by a unanimous vote of 6-0.

Historic Preservation – Request by Erin M. Keating for a Certificate of Appropriateness at 200 N. Madison Avenue Attachment #7E
Motion was made by Councilwoman Doster and seconded by Councilman Mangum to approve the Certificate of Appropriateness applied for by Erin M. Keating for specified changes at 200 North Madison Avenue as recommended by the Historic Preservation Committee and to authorize the Mayor to sign the resolution. Motion carried by a unanimous vote of 6-0.

Zoning: None.

Committee Reports:

Mayor Pro-Tem Walker expressed words of appreciation to the family of Assistant Chief Andy Harris for his service to the community.
Motion was made by Mayor Pro-Tem Walker and seconded by Councilwoman Doster to pay the bills if and when the funds become available. Motion carried by a unanimous vote of 6-0.

Councilman Butts encouraged everyone to use City gas to heat their homes. He also expressed words of thanks to the family of Assistant Chief Harris for his service to the community.

Councilwoman Doster expressed words of appreciation to all of our first responders/emergency services and to the family of Assistant Chief Harris for his service to the community. Also, the Downtown Development Authority will meet on Tuesday, January 29 at 5:30 PM.

Councilwoman Reid asked Mr. Brown to share a little about himself. She also expressed words of appreciation to Assistant Chief Harris and his family for their service to the community.

Councilwoman Reid invited Council to attend the 2nd Annual Black History Month Luncheon on Saturday, February 23 at 11:45 AM.

Councilman Gorley expressed words of appreciation to all of our public safety officials and their families. He offered words of special thanks to the family of Assistant Chief Harris.

Mr. Sanders informed Council that the City will hold two bid openings on Monday, February 4: 1) Repairs to the Plaza Arts Center at 11:00 AM and 2) Fire Tanker Truck at 4:00 PM. Also, the deadline for engineering qualifications for the CDBG application was today.

We held the Church Street CDBG project closeout hearing on Thursday, January 17 and are closing that project out.

For those of you who registered, please remember the Mayors' Day Conference this Friday, January 25 through Monday, January 28.

Please find your W-2s for 2018 at your seats.

**Executive Session: None.**

Mayor Rocker asked if there was any other business to be conducted for the good of the City. There being none, Mayor Rocker adjourned the meeting at 7:38 PM.

ATTEST:

Walter C. Rocker, Jr., Mayor

Maria S. Jimenez, City Clerk
RESOLUTION

A RESOLUTION by the Board of Council of the City of Eatonton, Georgia, to select an engineer to develop and design a Community Development Block Grant and for other purposes.

WHEREAS, the Mayor and Council of the City of Eatonton, Georgia, have found the Community Development Block Grant Program to be a necessary and desirable funding option in order to improve streets, drainage and sidewalks in Eatonton, Georgia; and

WHEREAS, the Department of Community Affairs offers this grant on a competitive basis to communities throughout Georgia; and

WHEREAS, the City of Eatonton requested proposals from engineers to develop and design a Community Development Block Grant project to improve certain streets, drainage, and sidewalks inside the City of Eatonton; and

WHEREAS, Carter and Sloope Consulting Engineers was judged to be the most knowledgeable and responsive for engineering services for the City of Eatonton, Georgia.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Eatonton, Georgia, that:

THE MAYOR OF THE CITY OF EATONTON IS HEREBY AUTHORIZED TO ENGAGE CARTER AND SLOOPE CONSULTING ENGINEERS FOR THE PURPOSE OF DEVELOPING AND DESIGNING ITS 2019 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT AND TO SIGN APPLICATIONS AND SUCH SUPPORTING MATERIAL AS SHALL BE NECESSARY FOR THE PROPER DEVELOPMENT AND DESIGN OF SAID PROJECT.

APPROVED AND ADOPTED by the Council of the City of Eatonton, Georgia on this 5th day of February, 2019.

Walter C. Rocker, Jr., Mayor
City of Eatonton, Georgia

ATTEST:

Clerk, City of Eatonton, Georgia
MEMORANDUM

TO: Eatonton City Council
FROM: Kimberly Lowe, Senior Government Services Specialist
DATE: January 28, 2019
SUBJECT: Evaluation of Engineering Qualifications for Drainage Improvement Project

The Middle Georgia Regional Commission completed an evaluation of all responses to a Request for Qualifications for engineering firms interested in working with the City of Eatonton in its effort to undertake design and construction management of a drainage improvement project. Seven firms successfully responded by the advertised deadline of 4:00 pm, January 22, 2019. Based upon the materials provided in response to the Request for Qualifications, the Middle Georgia Regional Commission recommends that the City of Eatonton select Carter & Sloope Consulting Engineers to complete preliminary engineering work associated with Community Development Block Grant-funded drainage improvements.

Responding firms were evaluated by three Government Services Specialists across three categories: Experience, Staffing Capacity, and Project Approach. Below are the average scores for each firm based upon this assessment process. Carter & Sloope Consulting Engineers received the highest total appraisal with an average total score of 88 points.

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<tr>
<th>Firm</th>
<th>Experience Average</th>
<th>Staffing Capacity Average</th>
<th>Project Approach Average</th>
<th>Average Total Score</th>
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RFP SCORING METHODOLOGY

The following is a suggested RFP scoring methodology for evaluating Request for Proposals for professional services (architects, engineers, administration) for CDBG and HUD-related projects. This is a slightly modified version of a scoring methodology recommended by HUD and provided by DCA.

**Experience: (40 points)**

The firm has experience successfully and recently (within 3 years) completing projects of similar size and complexity. Contact names and phone numbers are provided to allow information to be verified.

- Similar projects completed within last 3 years – up to 15 points
- Projects of similar complexity – up to 10 points
- Strength of references – up to 10 points

- **Excellent (27-40 points)** Example: Offer clearly demonstrates superior experience. Within past three years, more than five successfully completed projects of similar size and technical difficulty. All dates, contact persons/phone numbers with each project are provided and verifiable.

- **Moderate (14-26 points)** Example: Offer provides demonstrates adequate experience. From information provided, successful projects were not completed in the last three years. Dates of some project completions, nor project size or level of complexity, are not clear. Some completed projects are smaller, or complexity is less than project to be awarded. Some contacts/phone numbers are provided.

- **Poor (0-13 points)** Example: Offer fails to clearly convince of adequate experience; fails to show projects of similar size and type have been successfully completed. Numbers, dates, and descriptions are not clearly identified in order to determine actual experience.

**Staffing Capacity: (30 points)**

Demonstrated adequate staff capacity to complete the project within the projected schedule. Identify key staff assigned to the project and responsibility of each. Provide resumes of key staff.

- Multiply number of staff assigned to project by 2 – up to 10 points
- Relative experience of principals involved – up to 10 points
- Other staff qualifications – up to 10 points

- **Excellent (21-30 points)** Example: A minimum of five staff are assigned to the project; names and responsibilities of each are clearly identified. Pertinent management roles are established and assigned. All assigned staff are highly qualified for this project and possess expert credentials as adequately detailed by each resume.

- **Moderate (11-20 points)** Example: Less than five staff are assigned to the project; responsibilities of each are not clearly identified, or discussion of responsibilities does not clearly delineate which staff will handle key project
management areas. Qualifications of staff are less than expert, or are not directly related to those needed for the project. Some resumes are not provided or if provided, fail to identify clearly necessary qualifications.

- **Poor (0-10 points)** Example: Discussion fails to clearly identify how many and/or specifically who, will be assigned to the project. Or, project staffing depends upon subcontracting for the positions, and signed commitments are not provided. Or, staff are identified and are clearly unqualified for this project.

**Project Approach: (30 points)**

Detail proposed plan to implement the project, identifying key milestones within the project timeline. All requirements as specified in the scope of work are included.

- Detailed schedule provided – up to 10 points
- Milestones defined and sequential – up to 10 points
- Comprehensive approach provided – up to 10 points

- **Excellent (21-30 points)** Example: Very detailed proposed plan to implement project is feasible; all key milestones are included. Project proposed to be implemented well within project time schedule. All requirements as specified in the statement of work are included.

- **Moderate (11-20 points)** Example: Proposed plan is detailed adequately. Some key milestones are not included. Although the proposal states that the project will be completed on time and the project time schedule is referenced, the project progress is not indicated or associated with the milestones. Some requirements may not be included.

- **Poor (0-10 points)** Example: Plan is not detailed adequately. Some elements are plausible or unfeasible. The proposal fails to demonstrate a plan to complete the project on schedule. None of the key milestones are referenced within the project timeline. Only a general reference to requirements is provided.