

CITY COUNCIL
GIL MCDOUGAL, MAYOR
MICHAEL YOUNG, MAYOR PRO-TEM
DANNY CARTER
SHIRLEY MARCHMAN
LESLIE MCPHERSON
MATTHEW MOMTAHAN

City of Villa Rica



CITY MANAGER: TOM BARBER
CITY CLERK: ALISA DOYAL
CITY ATTORNEY: C. DAVID
MECKLIN

571 W BANKHEAD HWY
VILLA RICA, GA. 30180
770.459.7000 | VILLARICA.ORG

SPECIAL CALLED CITY COUNCIL MEETING AGENDA

Holt-Bishop Justice Center, Municipal Courtroom, 101 Main Street
March 26, 2021 | 4:30 PM

Meeting Call to Order (Mayor Gil McDougal)

Adoption of the Agenda (Mayor Gil McDougal)

Public Comment (We ask that you sign in for Public Comment before the meeting begins. Please state your Name and Address for the record and limit your comments to three minutes.)

A. Governing Body (Mayor Gil McDougal)

1. Appointment of Lavon King as Public Works Director (Tom Barber, City Manager)
2. Appointment of Jennifer Hallman as Finance Director (Tom Barber, City Manager)

B. Public Works (Bobby Elliott, Director)

1. Purchase 2021 Ford F-250 Crew Cab for Public Works Director (Nic Griffin, Maintenance Manager)

C. City Manager (Tom Barber)

1. Approval of Special Event Permit Application and Sale of Alcohol for West Georgia Cornhole

Adjournment



Agenda Item:_____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Approval of Lavon King as Public Works Director

AGENDA DATE: March 26, 2021

DATE PREPARED: March 25, 2021

PREPARED BY: Tom Barber

AMOUNT: \$90,000 per year plus benefits

GL ACCOUNT #: 100-4110-511100

FUNDING SOURCE: General Fund

BUDGETED ITEM? Yes

PURPOSE: To approve the selection of Lavon King as Public Works Director.

BACKGROUND: The title of Public Works Director has been held by both Pete Zorbanos and Bobby Elliott in addition to their primary job as Utilities Director and Community Development Director, respectively. Lavon King has served as the manager of Maintenance and Construction of Douglas County DOT since 2014. He was hired by Bobby at Douglas County and replaced him when Bobby took the City Manager's job in Bowden. Lavon comes highly recommended by former County Administrator, Mark Teal.

STAFF RECOMMENDATION: Staff recommends the approval of Lavon King as the City's new Public Works Director.

IMPACT: Adding Lavon as a department head will not only strengthen and deepen our staff team but will bring a great deal of experience in the management of paving and concrete work.

MOTION: I move to approve Lavon King as the City's Public Works Director, effective after he serves his notice with Douglas County.

961 Zuker Rd

Rockmart Georgia 30153

678-918-6124

James Lavon King

Skills & Abilities : Skilled in crew management in all areas of road construction. Crew sizes ranging from 10 to 50 per crew at multiple sites.

Skilled in business development and sales for a major grading company.

Skilled in project estimation, crew management and cost analysis.

Skilled in estimating both paving and milling deep patching with mileage and tonnage goals in both private and government projects.

Skilled in concrete work: Flatwork, curb and gutter installation. Drainage And culvert work.

Have skills with Microsoft office, Excel and Timberline programs.

Very skilled in the customer service area.

Can communicate with employers, employees, customers, and the public with exceptional reasoning skills.

Experience

Cobb County Department of Transportation. 2/1989 to 3/1993

Operated tractors, bush hogs, gradealls, excavators, rubber tire backhoe, track and rubber tire loaders, salt spreaders, snow plows, motorgraders and other equipment needed for road construction and maintenance.

Supervised paving crew with the goal of 500 tons per day.

Was on call 24 hrs seven days a week in case of inclement weather or any other road hazards.

Butch Thompson Enterprises 3/1993 to 2/2011

Started out as asphalt foreman including supervising of Georgia Power and Cobb County Right of Way mowing. Superintendent of road improvement projects and ended as the Vice President of company. On call 24 hours a day seven days a week while employed with Butch Thompson Enterprises for any inclement weather or emergency issues for Cobb County Department of Transportation. Was involved in estimating and billing for all work performed for Cobb County, City of Powder Springs and the City of Marietta unit price contracts.

R/W Mowing: develop plans and scheduling for mowing program.

Paving/Milling: Estimated paving and milling projects, scheduling of 2 paving crews and 2 milling crews both D.O.T. work and subdivision work.

Concrete Work: Sidewalk, driveway, curb and gutter installation in Cobb and surrounding counties.

Drainage and culvert work : Replaced double seventy two in culvert in Lake Somerset subdivision. Also replace several culverts during the 07 flood.

Cruse Paving 5/2011 to 3/2014

General Superintendent. Daily overseeing of crews and scheduling of paving crews.

Douglas County Department of Transportation 3/2014 to Present

Maintenance and Construction division manager.

Responsible for the day to day operation of 30 employees in the maintenance division. Responsible for preparing the budget. Responsible for preparing the R.O.W. mowing contract bid documents and contracts. Responsible for preparing the contract and in house paving budgets. Also prepare the bid documents for both the paving contracts. Responsible for

final inspection of all D.O.T. projects.

Job Title: Director of Public Works

Job Summary: The purpose of this classification is to perform complex duties supervising and managing the development and implementation of programs, practices, and procedures for the City's Public Works Department.

Major Duties:

- Work involves the comprehensive planning, managing and coordinating of all activities necessary in providing programs in accordance with Federal, State and local environmental laws and regulations.
- Oversees and reviews the work of assigned subordinate personnel. This position is responsible for the Grounds Maintenance, Fleet and Building Maintenance, Street and Solid Waste functions of the City.
- Coordinates design, construction, inspection, and maintenance activities for a variety of projects;
- Identifies and responds to community issues, concerns and needs;
- Develop and administer goals, objectives and procedure;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods, procedures and techniques;
- Performs related tasks to include overseeing and monitoring winter storms and disaster response.
- Assigns schedules; establishes priorities; allocates personnel, equipment, and other resources.
- Selects personnel; conducts performance evaluations; recommends disciplinary actions; and reviews work upon completion.
- Writes specifications and solicits bid proposals or quotes for all equipment and supplies used by the department.
- Trains workers and instructs in work methods, rules, and standards.
- Ensures appropriate safety standards are followed.
- Facilitates problem solving as needed.
- Assists the City Manager in preparation of annual departmental budget; recommends purchase of equipment and vehicles; maintains inventory of supplies and parts.

Knowledge and Skills Required by Position:

- Operational characteristics, services and activities of a comprehensive public works program;
- Knowledge of City codes;
- Management skills to analyze programs, policies and operational needs;

- Construction techniques involving streets and roads, drainage systems, flood control and sanitary sewers;
- Principles and procedures of facility maintenance;
- Principles and practices of program management, development and administration;
- Principles and practices of municipal budget preparation and administration;
- Principles of supervision, training and performance evaluations;
- Current Human Relation and employee labor law issues;
- Pertinent Federal, State and local laws, codes and regulations;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Follow all safety rules and regulations of the department to which assigned.

Supervisory Controls: Work is performed based on policy directives of the City Manager.

Guidelines: Guidelines include City codes, departmental and safety policies and procedures, and supervisory instructions. These guidelines are clear and specific, but may require some interpretation in application.

Scope and Effect: The purpose of this position is to oversee sanitation and refuse collection; streets, roads and sidewalks; fleet maintenance; building maintenance; and grounds maintenance. Successful performance helps ensure timely collection of garbage, safe and clean streets, well maintained vehicles, buildings, and grounds, presenting a positive public image for the City.

Personal Contacts: Contacts are typically with co-workers and customers.

Purpose of Contacts: Contacts are typically accessed to exchange information and provide services.

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, and bending, crouching or stooping. The employee must frequently lift light and heavy objects, climb ladders, and use tools or equipment requiring a high degree of dexterity.

Work Environment: The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, and occasional inclement weather. This work may require the use of protective devices such as masks, goggles or gloves.

Supervisory and Management Responsibility: The employee supervises the Grounds Maintenance, Fleet and Building Maintenance, and Street and Solid Waste functions of the City.

Minimum Qualifications: Bachelor's degree in engineering, or closely related engineering field, public administration, business administration or closely related field, from an accredited college or university; supplemented by ten (10) years previous experience and/or training that includes

progressive, responsible technical and administrative experience in a related public works field, including supervisory work; PE preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Trenching certificate. Must possess and maintain a valid Georgia driver's license, and a satisfactory motor vehicle record (MVR); acceptable criminal history; successfully pass pre-employment drug screen and physical.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Approval of Jennifer Hallman as Finance Director

AGENDA DATE: March 26, 2021

DATE PREPARED: March 25, 2021

PREPARED BY: Tom Barber

AMOUNT: \$100,000 per year plus benefits

GL ACCOUNT #: 100-1510-511100

FUNDING SOURCE: General Fund

BUDGETED ITEM? Yes

PURPOSE: To approve the selection of Jennifer Hallman as Finance Director.

BACKGROUND: Sarah Andrews has been promoted as Deputy City Manager/CFO, creating a vacancy in the Finance Director position. Jennifer Hallman has served as the Finance Director of Douglas County for about fourteen years. She is a Certified Public Finance Officer and brings over twenty years of experience with governmental finance and accounting to the job.

STAFF RECOMMENDATION: Staff recommends the approval of Jennifer Hallman as the City's new Finance Director.

IMPACT: Adding Jennifer as a department head will not only strengthen and deepen our staff team but will also allow Sarah to begin to function more fully as the Deputy City Manager.

MOTION: I move to approve Jennifer Hallman as the City's Finance Director, effective immediately.

JENNIFER L. HALLMAN, CPFO

125 Meadow Creek Circle, Bremen, GA 30110

cjahallman@yahoo.com

770-356-7681

March 10, 2021

Sarah Andrews, Deputy City Manager & Chief Financial Officer

RE: Finance Director

Dear Sarah,

I would like to express my interest in the Finance Director position. I am a self-motivated and progress-driven professional with an extensive background in government finance. I uphold the highest standards required of a Finance Director. I have proven that I am worthy of the trust of the community, fellow peers, staff, and elected officials. The Government Finance Officers Association's code of ethics is something I hold dear to me in both my professional and personal life.

- Integrity and Honesty
- Producing Results for the Community
- Treating People Fairly
- Diversity & Inclusion
- Reliability & Consistency

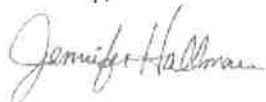
With a long-standing record of initiative and innovation, I have developed and executed strategies that will bring value to the City of Villa Rica. I have handled various responsibilities and quickly established talents in building a strong Finance Team, prioritizing tasks, meeting deadlines, and finding solutions to eliminate obstacles. My career has enabled me to develop and establish skills in such key areas:

- Leadership, Team Building & Succession Planning
- Financial Reporting & Transparency
- Budget Forecasting & Reporting
- Problem Solving & Risk Assessment

I would be grateful for the opportunity and I would continue to put my skills to use for the City of Villa Rica. I look forward to new challenges and collaborating with a team of talented professionals.

I've attached my resume with additional details of my work experience and qualifications. If you have any questions, please feel free to contact me.

Sincerely,



Jennifer Hallman, CPFO

JENNIFER L. HALLMAN, CPFO

125 Meadow Creek Circle, Bremen, GA 30110

cjahallman@yahoo.com

770-356-7681

PROFESSIONAL EXPERIENCE

FINANCE DIRECTOR

2006 – Present

Douglas County Board of Commissioners

Douglasville, GA

Hire, evaluate and supervise nine staff members in the daily operations of accounts receivable, accounts payable, cash management, payroll, bank reconciliations, general ledger and grants. Streamline Finance Department processes to improve efficiency and effectiveness. Implement new financial software to improve financial processes, reporting and transparency. Prepare revenues and expenditures for the annual budget process (multiple funds totaling \$150+ million) to be reviewed by the County Administrator and adopted by Board of Commissioners. Assist in the preparation of the budget document for the Distinguished Budget Presentation Award. Assist in the preparation of the Comprehensive Annual Financial Report (CAFR). Analyze cash flow for the potential borrowing of a Tax Anticipation Note (TAN). Invest and monitor all County funds. Prepare documents and work closely with bond counsel & rating agencies regarding all bond issuances. Review the tax digest and recommend the millage rate to the Board of Commissioners for adoption. Active member of the County's Employee Benefits Committee to ensure benefits are comparable to other governmental agencies and private enterprises. Prepare monthly financial statements for Finance Committee/Board of Commissioners and staff. Complete special finance/accounting projects for various Department Directors, County Administrator and Board of Commissioners.

MAJOR ACCOMPLISHMENTS:

- Certified Public Finance Officer (CPFO) through the Government Finance Officers Association. Currently there are only five-hundred and ninety-seven active nationwide graduates with this certification.
- Government Finance Officers Association's Distinguished Budget Presentation Award 2003 – 2020
- Government Finance Officers Association's Certificate of Excellence in Financial Reporting Award 2006 – 2019

BUDGET OFFICER

2002 – 2006

Douglas County Board of Commissioners

Douglasville, GA

- Assisted departments with budget submissions and budget questions and issues
- Prepared preliminary and final budget documents for adoption
- Prepared budget document for Distinguished Budget Presentation Award
- Maintained budget through transfers or amendments
- Reviewed and approved Senior Accountant's year-end journal entries
- Assisted Finance Department staff members with various accounting questions and issues

JENNIFER L. HALLMAN, CPFO

125 Meadow Creek Circle, Bremen, GA 30110

cjahallman@yahoo.com

770-356-7681

SENIOR ACCOUNTANT

2000 – 2002

Douglas County Board of Commissioners

Douglasville, GA

- Assisted departments with budget questions and issues
- Assisted Finance Department staff members with various accounting questions and issues
- Reviewed and approved monthly journal entries and monthly bank reconciliations for all funds
- Prepared year-end journal entries and completed year-end close, which resulted in a ninety percent (90%) decrease of audit adjustments by the independent auditor
- Assisted auditor with financial statements
- Prepared grant detail worksheets for the auditor's use in completing the single audit as required by the Single Audit Act Amendments of 1996

ACCOUNTANT

1997 – 2000

Douglas County Board of Commissioners

Douglasville, GA

- Prepared monthly journal entries
- Prepared journal entries for year-end close
- Assisted auditor with financial statements
- Prepared grant detail worksheets for the auditor's use in completing the single audit as required by the Single Audit Act Amendments of 1996

EDUCATION

1993 - 1997 University of West Georgia

- *Bachelor of Business Administration in Finance*
- Cum Laude Honor Graduate

HONORS AND ACTIVITIES

- Member, Government Finance Officers Association
- Member, Georgia Government Finance Officers Association
- Douglas County Employee of the Year 2012

REFERENCES

- Mark Teal, County Manager (Douglas) – 770-378-2408
- Mike Mulcare – Retired County Commissioner (Douglas) – 404-403-9990
- Charlene Craig – SunTrust/Truist Bank – 404-783-9018

Job Title: Finance Director

Job Summary: This is a professional level accounting and managerial position supervising the City's Finance Department and Customer Service Department. This position is responsible for the development of financial statements, cash management functions, debt management, fiscal audits, city-wide budget process, purchasing activities, and overseeing the billing and collection of the City's utility revenue.

Major Duties:

- Directs all staff members, which includes selecting personnel, organizing and assigning work, evaluating performance, coordinating training, schedules and leave.
- Establishes and implements short-and long-range goals, management objectives, financial policies and operating procedures;
- Oversees the collection of all monies for the City.
- Oversees the disbursement of all City funds.
- Prepares city-wide monthly and annual financial statements.
- Prepares and monitors city-wide operating and capital budgets.
- Prepare and present updates about department activities and outcomes to executive team.
- Ensures compliance with the City's financial policies, local, state, and federal budgetary and financial reporting requirements;
- Establishes and maintains appropriate financial safeguards and controls;
- Coordinates debt management and financing;
- Forecasts capital, facilities, and staff requirements, and identifies resource opportunities;
- Monitors and analyzes City revenues and expenditures;
- Prepares revenue and expenditure projections;
- Leads special project analysis as needed.
- Coordinates changes and improvements in automated financial and management information systems for the City;
- Answers questions and provides information to the public, which includes investigating requests and complaints.
- Updates job knowledge by remaining aware of new regulations, participating in educational opportunities.

Knowledge Required by the Position:

- Knowledge of municipal financial administration and accounting principles and practices;
- Knowledge of federal and state accounting and auditing rules and regulations;
- Knowledge of revenue, expenditure, and collections functions;
- Knowledge of financial and accounting automated systems, practices and equipment;
- Knowledge of the functions, organizations, staffing and operating procedures of the City departments;
- Skill in communicating detailed accounting information clearly and concisely;
- Ability to maintain strict confidentiality;
- Ability to advise City management and the City Council regarding fiscal matters;
- Ability to accurately assess financial system needs and implement procedures for efficient financial management;

- Ability to perform complex financial, statistical, budgetary and cost analyses quickly and accurately;
- Ability to understand, interpret and apply legal and financial documents, rules and regulations;
- Ability to maintain sustained attention to detail and to work under the pressure of rigid deadlines;
- Ability to work independently from general instructions and broad work expectations;
- Ability to organize work for maximum efficiency.

Supervisory Controls: Work is performed under the direct supervision of the Deputy City Manager/Chief Financial Officer.

Supervisory and Management Responsibility: This position manages ten (10) staff members, including finance, accounts payable, reception, customer service, and meter reading.

Guidelines: Guidelines include governmental Generally Accepted Accounting Principles (GAAP), Statements of Governmental Accounting Standards, State and Federal laws and regulations governing municipal financial administration, City and departmental rules and regulations and City ordinances, policies and procedures. These guidelines are clear and specific but may require some interpretation in application.

Complexity: The position consists of using governmental accounting principles and related administrative and technical tasks.

Scope and Effect: This position is accountable for the accuracy and professional integrity of the City's financial systems, compliance requirements, financial reports and analysis, and advice given. Work is performed according to detailed and complex policies, regulations and/or accounting principles requiring some independent judgment in interpretation and application.

Personal Contacts: Contacts are typically with other City employees, elected officials, vendors, state agencies, and the general public.

Purpose of Contacts: Contacts are typically to exchange information, resolve problems and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing or walking.

Work Environment: The work is typically performed in an office.

Minimum Qualifications:

Bachelor's degree in Accounting, Business or Finance or closely related field; Master's degree preferred; CPA or government finance officer certification desirable; A minimum of seven (7) years of progressively responsible financial management experience; Or an equivalent combination of education and experience.



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: 2021 Ford F-250 Crew cab

AGENDA DATE: March 26, 2021

DATE PREPARED: March 25, 2021

PREPARED BY: Nic Griffin

AMOUNT: \$32,961.38

GL ACCOUNT #: 350-4110-542200

FUNDING SOURCE: General Capital Fund

BUDGETED ITEM? No, but will be paid for out of increased LOST revenue

PURPOSE: To purchase a 2021 Ford F-250 4x4 Crew cab for the Public Works Director.

BACKGROUND: If approved, the City will hire a new Public works director. This position will need a City vehicle that has the ability to navigate rough terrain on job sites and also pull heavy equipment if needed. Staff is unable to order a new build F-250 on state contract due to being told that Ford is not producing any of the lower model F-250s right now. This truck is on the lot at Peach State Ford. Peach State has put the government concession on this vehicle lowering the cost substantially. This truck was not budgeted. This truck will cost \$32,961.38.

STAFF RECOMMENDATION:

Staff recommends purchasing a 2021 Ford F-250 from Peach state Ford.

IMPACT:

Purchasing this vehicle will help the Public Works Director perform their job tasks with a reliable vehicle. This will keep maintenance and repair costs lower. It will also help them be more efficient while performing their operational duties.

MOTION:

I move that we authorize the City Manager to purchase a 2021 F-250 from in the amount not to exceed \$32,961.38 from Peach State Ford.

DEALER 21V 575

VIN 1FT7W2B61MED37991

	F25H 4X4 CREW CAB PICKUP/160	Suggested Retail Price 40620 00	Invoice Amount 38588 00
	2021 MODEL YEAR		
Z1	OXFORD WHITE		
AS	MEDIUM EARTH GRAY VINYL		
	PREFERRED EQUIPMENT PKG.600A		
	.XL TRIM		
572	.AIR CONDITIONING -- CPC FREE	NC	NC
	.AM/FM STEREO MP3/CLK		
996	.6.2L EFI V-8 ENGINE	NC	NC
44S	6-SPEED AUTOMATIC TRANS G	NC	NC
TD8	.LT245/75R17E BSW ALL-SEASON		
X37	3.73 RATIO REGULAR AXLE	NC	NC
90L	POWER EQUIPMENT GROUP	1075 00	979 00
	JOB #1 ORDER		
	TRAILER TOWING PACKAGE		
153	FRONT LICENSE PLATE BRACKET	NC	NC
	10000# GVWR PACKAGE		
425	50 STATE EMISSIONS	NC	NC
512	SPARE TIRE AND WHEEL	NC	NC
53W	5TH WHEEL HITCH PREP PACKAGE	500 00	455 00
	TELESCPING TT MIRR-PWR/HTD		
	JACK		
	TOTAL OPTIONS/OTHER	1575 00	1434 00
	TOTAL VEHICLE & OPTIONS/OTHER	42195 00	40022 00
	DESTINATION & DELIVERY	1695 00	1695 00
	TOTAL FOR VEHICLE	43890 00	
	FUEL CHARGE		70 38
	SHIPPING WEIGHT 6253 LBS.		
	TOTAL	43890 00	41787 38

Villa Rica
41,787.38
-8,826 Ford Govt
\$32,961.38

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer

Sold to Peach State Ford 2076 Rockmart Highway Cedartown		21V575 GA 30125		Order Type 2		Ramp Code CA3J		Batch ID MB241		Price Level 115	
Ship to (if other than above)				Date Inv. Prepared		Item Number		Transit Days			
				02 24 21		21-1019		13			
				Ship Through							
Invoice & Unit Identification NO. 1FT7W2B61MED37991				Final Assembly Point KENTUCKY		Finance Company and/or Bank Ford Motor Credit 000001					
HB		Invoice Total		A & Z Plan		D Plan		X Plan		FPA	
844		41787.38		40269.38		40369.38		41895.23		609.00	
										AA	
										633.00	

This invoice to be used for the billing of vehicles only

Dealer's copy



Agenda Item: _____

CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Approval of Special Event Permit Application and Sale of Alcohol

AGENDA DATE: March 26, 2021

DATE PREPARED: March 25, 2021

PREPARED BY: Tom Barber

AMOUNT: n/a

GL ACCOUNT #: n/a

FUNDING SOURCE: n/a

BUDGETED ITEM? n/a

PURPOSE: To approve a special event permit for the first annual cornhole tournament hosted by West Georgia Cornhole, and to also approve the on-site sale of alcohol.

BACKGROUND: West Georgia Cornhole, a manufacturer of cornhole boards, is located at 113 Conners Road in Villa Rica on an industrial section of the road near the railroad tracks. They would like to host their first annual cornhole tournament and have applied for a special event permit. They would also like to receive permission to sell alcohol on site. Their application, letter of introduction, site plan, and parking plan are attached. The event is scheduled for April 10 from 8:00 am to 10:00 pm.

STAFF RECOMMENDATION: Staff recommends approval of both the application and the request to sell alcohol.

IMPACT: This tournament has the potential to draw first-time visitors to the area and would also provide a new feature to include in our marketing materials.

MOTION: I move to authorize the City Manager to approve the special event permit application for Saturday, April 10 from West Georgia Cornhole for their first annual cornhole tournament and to also authorize the on-site sale of alcohol.



West Georgia Cornhole, LLC
113 Conners Road
Villa Rica, GA 30180

West Georgia Cornhole's first annual ***Baggin' Bash*** will be a Grand Opening celebration for our big move to into the City of Villa Rica and Carroll County communities. West Georgia Cornhole started out as a small hobby in the garage of Brandon & Jenny Greba back in 2010. In the last 10 years if growth owner, Brandon Greba, currently employees 45 hard working team members, outgrew from a 18,000 square foot building to a 37,000 square foot warehouse and was just recently titled the honor of 2020 Small Business of the Year, Douglas County. It is West Georiga Cornhole's hope to host an annual Nationwide Cornhole Tournament for enthusiast from around the nation as well as the local community. Furthermore, this year's Baggin' Bash will be our Grand Opening block party to showcase not only our team's hard-work, talent and beautiful new facility but help stimulate and support other small businesses in our community.

COVID Protocol

Our COVID-19 safety measures are very important to us as a company. We would not be able to operate on a day to day basis without practicing these healthy and safety measure for our own team members. All attending and participating guests will be greeted at our Welcome Table to read the "COVID-19 Guidelines and Procedure Rules". They will then be required to sign the event's "COVID-19 Screening & Visitor Consent Form". The "Guidelines and Procedure Rules" will be posted at every vendor booth and various locations throughout the event premises. Hand washing and sanitizing stations will be scattered throughout the premise as well as 3-ply facial coverings (*marked on event map in yellow). Dining table, chairs and vendor booths will be set up and marked appropriately at the recommended 6-ft apart.

Law Enforcement

Two "off-duty" police officer will be attending the Baggin' Bash starting at 3:00pm to the close of the event at 10:00pm. They will monitor attendee behavior, monitor ID verification, escort attendee off property if needed, monitor cash boxes.

Parking

The primary parking lot will be manned and operated by West Georgia Cornhole staff from 8:00 am to 11:00 pm. Our staff will assist and guide all parking with zoned area on the vacant field of Mr. Gary Smith's property which is located next to 113 Conners Road. Any secondary parking, will be available at Mirror Lake Academy (with received permission), along right side only of Old Liberty Road, and awaiting the approval of permission from two other businesses down Old Liberty Road.

Alcohol Policy

Alcohol will be sold on the premise by Truck & Tap, LLC.

Truck & Tap, LLC will have Greba Properties, LLC & West Georgia Cornhole, LLC listed under their Certificate of Insurance & Liability. In no manner will West Georgia Cornhole provide any of the alcoholic beverages for the guests during the event. Under the responsibility of Truck & Tap, all alcoholic beverages will be provided by Truck & Tap LLC. to be served to guests of legal drinking ages. Truck & Tap, LLC. affirms he or she knows state and local laws concerning the service of alcoholic beverages and shall follow the applicable liquor laws. Truck & Tap, LLC and on-sight security shall follow measures to ensure that only persons of legal drinking ages are served. Truck & Tap shall exercise discretion in serving alcoholic beverages to guests.

We hope that we can count on your help to make this year's event a success in its first year! Thank you in advance for your support. We hope to see you at the First Annual ***Baggin' Bash!***

Sincerely,

Brandon Greba



City of Villa Rica

SPECIAL EVENT PERMIT APPLICATION

Special Event Title: West Georgia Cornhole Baggin' Bash
Company: West Georgia Cornhole
Company Address: 113 Connors Road
Phone: 770-265-8466 Fax: _____
Location/Site Master: Brandon Greba
Cell: 770-265-8466 Email: sales@westgeorgiacornhole.com
Location/Site Master: Ben Horton
Cell: _____ Email: ben@westgeorgiacornhole.com

TYPE OF PROJECT

☐ Fair	☐ Tour
☒ Grand Opening Celebration	☐ Race
☐ Parade	☐ March
☐ Rally	☐ Assembly
☐ Festival	☒ Concert
☐ Holiday Celebration	☐ Bicycle/Run
☒ Block Party	☐ Other: _____

Description of Project: First Annual Cornhole tournament and grand opening celebration. We will have a concert, food trucks, raffles, vendors and giveaways.

Location of Project: 113 Connors Road - West Georgia Cornhole

☒ Commercial Location ☐ Residential Location ☐ City Park ☐ Other

NOTE: If your Special Event occurs at a residential location and contains any of the two listed items below, a meeting with the City Manager is required and a minimum of one week in advance before your application can be accepted and processed:

N/A



Case # _____

SPECIAL EVENT REVIEW APPLICATION

1. Full and/or Partial Lane and Street Closures
2. Requested Variances to any City of Villa Rica Ordinance

Contact Name to Schedule the Meeting: _____

Phone: _____ **Fax:** _____

Email: _____

Names of Attendees to Attend the Meeting: _____

List any Alteration of Vegetation or Building Modifications that Could Remain Permanent After the Completion of the Project: _____

Number of Tents: _____ **Square Footage of Each Tent:** _____

List Tent Locations: _____

Will Portable Restrooms (Porta Potties) be Utilized? _____ Yes _____ No

If Yes, Please List Placement and Locations: _____

SPECIAL EVENT PREP

DATES		HOURS	
From: April 10th	To: April 10th	From: 8	To: 10 A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.



Case # _____

SPECIAL EVENT REVIEW APPLICATION

Describe Preparation Activity: set up cornhole boards in a paved parking lot!!

SPECIAL EVENT

DATES		HOURS	
From: <u>April 10th</u>	To: <u>April 10th</u>	From: <u>8</u>	To: <u>10</u> A.M./P.M. <u>A.M.</u>
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.

Describe Special Event Activity: Cornhole tournament

CLEAN-UP/CLOSE OUT

DATES		HOURS	
From: <u>April 10th</u>	To: <u>April 10th</u>	From: <u>10</u>	To: <u>11</u> A.M./P.M. <u>P.M.</u>
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.
From: _____	To: _____	From: _____	To: _____ A.M./P.M.

Describe Clean Up/Close Out Activity: Throw away trash

NOTE: The following three items must be provided when applicable:

1. Site Plan – Showing Special Event Location
2. Proof of permission from Property Owner for use of the Special Event Location
3. Notification of neighbors and businesses affected by the Special Event Location



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SPECIAL EVENT REVIEW APPLICATION

USES: (_____)

_____ Street Closure

_____ Lane Closure

_____ Other: _____

If any of the above are checked, please give a detailed description, including dates and times: _____

SERVICES REQUIRED (_____)

☒ City Police

_____ City Parks

_____ Fire Department

_____ Sanitation

_____ Transportation

_____ Other: _____

NOTE: The City of Villa Rica Shall Be Utilized if Available

If any of the above are checked, please give a detailed description, including dates and times: _____

Woud like to know pricing or we can obtain off duty officers

- 2 off duty police officers will be present

- The job is currently posted for officer acceptance



Case # _____

SPECIAL EVENT REVIEW APPLICATION

ELEMENTS AND SPECIAL EFFECTS OR STUNTS (_____)

- ☒ Generator(s)
- ☒ Special Lighting/Lighting Cranes
- ☒ Music Playback
- ☐ Smoke/Fire/Other Pyro
- ☐ Vehicles
- ☐ Animals
- ☐ Other: _____

If any of the above are checked, please give a detailed description, including dates and times: _____

April 10th 2021 - Live music starting 3:00 PM - 10:00 PM

Please List Any Special Requests Not Already Covered: _____

Alcohol will be served
By permitted, insured, and licensed vendor

NOTE: The City reserves the right to deny any Special Event Permit that is not within the best interest(s) of the City and its Residents. No Special Event Permit shall be issued more than once per quarter at any one residential location and shall be no more than fourteen (14) consecutive days in duration, unless otherwise previously requested and approved by the City Manager.

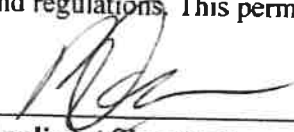


Case # _____

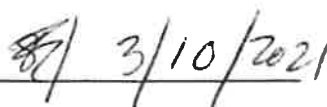
SPECIAL EVENT REVIEW APPLICATION

HOLDS HARMLESS AGREEMENT

The applicant agrees to indemnify the City of Villa Rica and to be solely and absolutely liable upon any and all claims, suites and judgements against the City and/or the application for personal injuries and property damages arising out of or occurring during the activities of the applicant, his/her (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.



Applicant Signature



Date

Permit Fee: \$100.00/Day

\$500.00 Sanitation Bond Required if Filming Occurs in a City Owned Park or Facility



Hand Sanitation
Stations

Porta Potty

Hand
Washing

Food Trucks

Vendors

Axe Throwing

Beer

Nuts

Tables

Stage

Cornhole

Concessions

Sign Up

BBQ

