



# CITY OF PORT WENTWORTH

CITY COUNCIL

AUGUST 10, 2023

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Council Meeting Room

Regular Meeting

7:00 PM

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7224 GA HIGHWAY 21  
PORT WENTWORTH, GA 31407

1. CALL MEETING TO ORDER
2. PRAYER AND PLEDGE OF ALLEGIANCE
3. ROLL CALL - CLERK OF COUNCIL
4. APPROVAL OF AGENDA
5. RECOGNITION OF SPECIAL GUESTS
  - A. Dedication of the Debbie Johnson Government Center
6. PUBLIC COMMENTS - REGISTERED SPEAKERS
7. ELECTIONS & APPOINTMENTS
8. ADOPTION OF MINUTES
  - A. Regular Council Meeting Minutes - July 27, 2023
9. COMMUNICATIONS & PETITIONS
10. COMMITTEE REPORTS
11. CONSENT AGENDA
12. UNFINISHED BUSINESS
13. NEW BUSINESS
14. RESOLUTIONS/ORDINANCES/PROCLAMATIONS
  - A. Fee Schedule Amendment-1st Reading
    - Public Hearing
    - Action
  - B. FDA Support Resolution
  - C. Budget Amendment for The Year Ending 6/30/2024- 2nd Reading
15. EXECUTIVE SESSION

- A. Litigation
- B. Personnel
- C. Real Estate

**16. ADJOURNMENT**



**City Council**  
7224 GA Highway 21  
Port Wentworth, GA 31407

**DRAFT**

**AGENDA ITEM (ID # 2871)**

Meeting: 08/10/23 07:00 PM  
Department: All  
Category: Ordinance  
Prepared By: Zahnay Smoak  
Department Head: Steve Davis

14.A

DOC ID: 2871

## Fee Schedule Amendment-1st Reading

**Issue/Item:** Adoption of the fee schedule for Fiscal Year 2023-2024

**Background:** Staff has been working to consolidate the location of the fees so we can present them in one document on an annual basis by staff and the City Council

**Facts and Findings:** Many localities reference a fee schedule that is approved in conjunction with the annual budget. This serves the public in a streamlined, consistent, and efficient manner of examining the fees.

**Funding:** NA



**City Council**  
7224 GA Highway 21  
Port Wentworth, GA 31407

**SCHEDULED**

**AGENDA ITEM (ID # 2870)**

Meeting: 08/10/23 07:00 PM  
Department: All  
Category: Resolution  
Prepared By: Zahnay Smoak  
Department Head: Steve Davis

DOC ID: 2870

**14.B**

## FDA Support Resolution

### ATTACHMENTS:

- City of Port Wentworth FDA Support Resolution (DOCX)

**WHEREAS**, in January 2020 the Food & Drug Administration “FDA” issued industry guidance that detailed the agency’s enforcement priorities relating to e-cigarettes, vapes and other electronic nicotine delivery systems “ENDS” products, that prioritized enforcement against “any flavored, cartridge-based ENDS products; and

**WHEREAS**, the January 2020 guidance created a loophole, whereby all disposable vaping products were insulated from any enforcement for going on three years; and

**WHEREAS**, since January 2020, millions of illegal, disposable vaping products, primarily manufactured in China and produced in kid friendly flavors have poured into the United States; and

**WHEREAS**, since 2019, the CDC’s National Youth Tobacco Survey shows that youth usage of disposable vaping products is up 2188%.

**WHEREAS**, the FDA’s Center for Tobacco Products Dr. Brian King recently stated “the science clearly shows that a majority of youth who use e-cigarettes report that the products they are using are disposable and flavored.”

**WHEREAS**, an overwhelming majority of disposable vaping products have been introduced after the FDA regulatory submission threshold date of August 8, 2016 and/or have not complied with FDA’s regulatory pathways for the marketing of new tobacco products that ensures products on store shelves are appropriate for the protection of public health.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT WENTWORTH, GEORGIA**, that we urge the FDA to provide clear enforcement guidance to retailers and distributors in the United States.

**BE IT FURTHER RESOLVED**, that the FDA publish a directory of disposable vapor products that can be sold subject to FDA enforcement discretion so retailers can remove all illegal disposable vapor products from shelves.

**BE IT FURTHER RESOLVED**, that the federal government allocate resources for federal authorities to enforce these actions across all jurisdictions, at all ports and border control points of entry.

**BE IT FINALLY RESOLVED**, that upon adoption of this resolution the Municipal Clerk shall immediately transmit an electronic copy to Congressman Buddy Carter, the White House Office of Intergovernmental Affairs and the Commissioner of the Food & Drug Administration.



**City Council**  
7224 GA Highway 21  
Port Wentworth, GA 31407

**SCHEDULED**

Meeting: 08/10/23 07:00 PM  
Department: All  
Category: Amendment  
Prepared By: Zahnay Smoak  
Department Head: Brian Harvey

**AGENDA ITEM (ID # 2869)**

DOC ID: 2869

## Budget Amendment for The Year Ending 6/30/2024- 2nd Reading

### **Issue/Item: Budget Amendment**

**Background:** The City approved the FY 24 budget for contract service for the administration of has Public Works, Sewer and Wastewater Treatment Plant contract services totaling \$1,484,637.

Allocated as follows:

<b>Department Contract Services</b>	<b>GL</b>	<b>Budget</b>
Public Work	100-4200	63,887
Sewer	505-4330	185,250
Waste Water Treatment Plant	505-4335	955,250
Water	505-4400	280,250
		<b>1,484,637</b>

### **Facts and Findings:**

1. The City will reduce the budgeted contract services costs by \$ 676,737 and contract for reduced services, scoped to support the management of the wastewater treatment plant and water services infrastructure, that contract will be budgeted at \$807,900.
2. The City will add six (6) maintenance positions, three (30 public works vehicles, tools, supplies and other costs in the amount of \$647,737 to support the public works maintenance operations.
3. The City will see a net reduction in total expenses and net use of fund balance in the amount of \$27,000 for the first year.

		PUBLIC WORKS	SEWER	WWTP	WATER	SOLID WASTE	
		FUND 100	FUND 505	FUND 505	FUND 505	FUND 505	
	TOTAL	4200	4330	4335	4400	4500	TOTAL
SALARIES - REGULAR	259,293	51,859	103,717	-	103,717	-	259,293
OVERTIME	2,500	500	1,000	-	1,000	-	2,500
UNEMPLOYMENT BENEFIT	5,186	1,037	2,074	-	2,074	-	5,186
INSURANCE - GROUP	98,419	19,684	39,368	-	39,368	-	98,419
P/R TAXES	19,836	3,967	7,934	-	7,934	-	19,836
RETIREMENT - GMEBS	15,558	3,112	6,223	-	6,223	-	15,558
WORKMENS COMP INS	2,852	570	1,141	-	1,141	-	2,852
LONG & SHORT TERM DISA	2,593	519	1,037	-	1,037	-	2,593
TOTAL PERSONNEL SVCS & EMPLOY BENEFITS	406,237	81,247	162,495	-	162,495	-	406,237
INSURANCE - GENERAL (AUTO)	7,500	7,500					7,500
CONTRACT SERVICES (EOM)	800,400		200,100	400,200	200,100		800,400
TOTAL PURCHASE/CONTRACTED SVC	807,900	7,500	200,100	400,200	200,100	-	807,900
TOOLS	6,000	6,000					6,000
UNIFORMS	7,500	7,500					7,500
GAS & OIL	30,000	30,000					30,000
MISCELLANEOUS	5,000	5,000					5,000
TOTAL MATERIAL & SUPPLIES	48,500	48,500	-	-	-	-	48,500
CAPITAL	195,000	-	97,500		97,500		195,000
TOTAL CAPITAL	195,000	-	97,500	-	97,500	-	195,000
TOTAL PUBLIC WORKS	1,457,637	137,247	460,095	400,200	460,095	-	1,457,637
APPROVED CONTRACT SERVICE BUDGET FY 24	(1,484,637)	(63,887)	(185,250)	(955,250)	(280,250)		(1,484,637)
REDUCTION OPER TRANSFER FUND	(27,000)	73,360	274,845	(555,050)	179,845		(27,000)
	(1,457,637)	(137,247)	(460,095)	(400,200)	(460,095)	-	(1,457,637)

**Funding:**

Increase in Fund 100 Fund Balance of \$ 73,360.

Decrease in Fund 505 Fund Balance of \$100,360.

Net Impact Reduce the use of prior year fund balance by \$ 27,000.

**Recommendation:** Approve**ATTACHMENTS:**

- FY24 BUDGET AMENDMENT #1(PDF)

PERSONNEL SVCS & EMPLOY BENEFITS	
100-5-4200-511101	
100-5-4200-511300	
100-5-4200-512001	
100-5-4200-512101	
100-5-4200-512201	
100-5-4200-512400	
100-5-4200-512700	
100-5-4200-512902	

SALARIES - REGULAR  
OVERTIME  
2.00% UNEMPLOYMENT BENEFIT  
37.89% INSURANCE - GROUP  
7.65% P/R TAXES  
6.00% RETIREMENT - GMEBS  
1.10% WORKMENS COMP INS  
1.00% LONG & SHORT TERM DISA

TOTAL PERSONNEL SVCS & EMPLOY BENEFITS

PURCHASED/CONTRACTED SVA	
100-5-4200-523100	
100-5-4200-523852	

INSURANCE - GENERAL (AUTO)  
CONTRACT SERVICES (EOM)  
TOTAL PURCHASE/CONTRACTED SVC

MATERIALS & SUPPLIES	
100-5-4200-531107	
100-5-4200-531701	
100-5-4200-531270	
100-5-4200-531702	

TOOLS  
UNIFORMS  
GAS & OIL  
MISCELLANEOUS  
TOTAL MATERIAL & SUPPLIES

CAPITAL	
100-5-4200-542200	

CAPITAL  
TOTAL CAPITAL

RECONCILIATION	
100-5-4200-523852	
FUND BALANCE OFFSET	

APPROVED CONTRACT SERVICE BUDGET FY 24  
REDUCTION OPER TRANSFER FUND  
Net Budget Adjustment

	PUBLIC WORKS FUND 100 4200	SEWER FUND 505 4330	WWTP FUND 505 4335	WATER FUND 505 4400	SOLID WASTE FUND 505 4500	TOTAL
TOTAL	259,293	103,717	-	103,717	-	259,293
SALARIES - REGULAR	51,859	103,717	-	103,717	-	259,293
OVERTIME	500	1,000	-	1,000	-	2,500
2.00% UNEMPLOYMENT BENEFIT	1,037	2,074	-	2,074	-	5,186
37.89% INSURANCE - GROUP	19,684	39,368	-	39,368	-	98,419
7.65% P/R TAXES	3,967	7,934	-	7,934	-	19,836
6.00% RETIREMENT - GMEBS	3,112	6,223	-	6,223	-	15,558
1.10% WORKMENS COMP INS	570	1,141	-	1,141	-	2,852
1.00% LONG & SHORT TERM DISA	519	1,037	-	1,037	-	2,593
TOTAL PERSONNEL SVCS & EMPLOY BENEFITS	81,247	162,495	-	162,495	-	406,237

7,500	7,500	200,100	400,200	200,100	7,500
800,400	200,100	400,200	200,100	800,400	800,400
807,900	200,100	400,200	200,100	807,900	807,900

6,000	6,000	-	-	-	6,000
7,500	7,500	-	-	-	7,500
30,000	30,000	-	-	-	30,000
5,000	5,000	-	-	-	5,000
48,500	48,500	-	-	-	48,500

195,000	97,500	97,500	97,500	195,000	195,000
195,000	97,500	97,500	97,500	195,000	195,000

1,457,637	137,247	460,095	400,200	460,095	1,457,637
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(1,484,637)	(63,887)	(185,250)	(955,250)	(280,250)	(1,484,637)
(27,000)	73,360	274,845	(555,050)	179,845	(27,000)
(1,457,637)	(137,247)	(460,095)	(400,200)	(460,095)	(1,457,637)



EXPENSES BY LINE ITEM		DEPT	DESCRIPTION
100-5-4200-523852		PUBLIC WORKS	CONTRACT SERVICES
505-5-4330-523852		SEWER	CONTRACT SERVICES
505-5-4335-523852		WWTP	CONTRACT SERVICES
505-5-4400-523852		WATER	CONTRACT SERVICES
EXPENSES SUMMARY BY FUND			
		FUND	DESCRIPTION
523852		FUND 100	EXPENSES
523852		FUND 505	EXPENSES
			NET IMPACT ON EXPENSES
REVENUE BY LINE ITEM			
		FUND	DESCRIPTION
100-391400		FUND 100	TRANSFER FUND BALANCE INCREASE USE
505-391400		FUND 505	TRANSFER FUND BALANCE REDUCTION USE
			NET IMPACT ON FUND BALANCE USE

APPROVED	AMENDMENT	REVISED
63,887	73,360	137,247
185,250	274,845	460,095
955,250	(555,050)	400,200
280,250	179,845	460,095
1,484,637	(27,000)	1,457,637
18,681,578	73,360	18,754,938
8,718,770	(100,360)	8,618,410
27,400,348	(27,000)	27,373,348
849,562	73,360	922,922
311,460	(100,360)	211,100
1,161,022	(27,000)	1,134,022

APPROVED	AMENDMENT	REVISED
63,887	73,360	137,247
1,420,750	(100,360)	1,320,390
1,484,637	(27,000)	1,457,637

FUND 100

FUND 505

PUBLIC WORKS	SEWER	WWTP	SOLID WASTE	
FUND 100	FUND 505	FUND 505	FUND 505	
4200	4330	4335	4500	TOTAL
20	40	40		100
50	12.5	12.5	12.5	100

4200 Personnel Only  
4200 All Expenses

7/27/2023 New Public Works Allocation  
6/22/2023 Approved Budget Allocation

## 2023-2024 NEW CAPITAL PROJECT PROPOSAL FORM

DEPARTMENT		Public Works		
CAPITAL PROJECT TITLE		Department Vehicles	PROJECT NUMBER	24-0047
PROJECT LOCATION		1 Jimmy Ford Rd.		
CITY DISTRICT(S)		1,2,3 and 4	ASSOCIATED DISTRICTS:	All Districts
ANTICIPATED START DATE		07/01/2023		
EXPECTED COMPLETION DATE		06/30/2024		
PROJECT COST		CARRYOVER	NEW 2024	TOTAL 2024 BUDGET
\$195,000		\$	\$ 195,000	\$ 195,000
SOURCE(S) OF FUNDING	Re-allocation contract services	GENERAL LEDGER CODE (FUND/DEPARTMENT/EXPENSE)		505-5-4330-54220 505-5-4400-54200

### PROJECT DESCRIPTION

2 - 2023 1500 Chevrolet Silverado 4x4.  
The cost of the vehicles is \$106,000.00.

Ford F-450 Super Duty XL Crew Cab LB DRW 4WD.  
The estimated cost of the vehicle is \$85,000.00.  
The installation of emergency lights for all 3 vehicles is approximately \$4,000.00.

### PROJECT JUSTIFICATION

<input checked="" type="checkbox"/>	Public Safety	Shovel Ready	The Public Works Department has requested six (6) additional maintenance staff and these three (3) vehicles will support the new maintenance program. Vehicles will be designated as pool vehicles, for in city use only by the Public Works Department.
<input checked="" type="checkbox"/>	Regulatory Compliance	Community Benefit	
<input type="checkbox"/>	Revenue Enhancement	Constituent Services	
<input type="checkbox"/>	Cost Savings or Avoidance	Grant Support/ Reimbursed	
<input checked="" type="checkbox"/>	Efficiency	Environmental Impact	

### OPERATING BUDGET IMPACT

No Impact	The re-allocation of Budgeted FY 24 Fund 505 funds will be used.
Revenue Enhancement	