



CITY of POOLER
— GEORGIA —

CITY COUNCIL ORIENTATION & RETREAT – MINUTES

January 11, 2024 at 8:30 a.m. | 8 Palladian Way, Pooler, GA 31322

I. ROLL CALL

Present: Karen Williams, Mayor
Wesley Bashlor, Councilmember
Michael Carpenter, Councilmember
Aaron Higgins, Councilmember
Tom Hutcherson, Councilmember *via teleconference*
Shannon Valim, Councilmember
John Wilcher, Councilmember *via teleconference for Executive Session*
Matthew Saxon, Assistant City Manager
Craig Call, City Attorney
Chris Lightle, Finance Officer
Brian Crooks, City Planner
Nicole Dixon, Planning & Development Director
Chief Wade Simmons, Fire-Rescue Services
Ian Schulte, Fire-Rescue Services
Chief Ashley Brown, Police Department
Matthew Saxon, Assistant City Manager
Caroline Hankins, Assistant City Manager
Kiley Fusco, Clerk of Council
Hugh Elton, Parks & Recreation Director

Guests: John Carroll, Burr Forman, LLP

II. CALL TO ORDER/WELCOME & INTRODUCTIONS

Mayor Karen L. Williams called the retreat to order at 8:47 a.m. and welcomed those present. Assistant City Manager Matt Saxon introduced members of staff.

III. TEAM BUILDING

Mayor Karen L. Williams presented a number of images as part of an exercise. Her presentation has been provided as an attachment.

IV. CITY OF POOLER 101

Caroline Hankins, Kiley Fusco, and Craig Call presented the 101 portion. Their presentation has been provided as an attachment.

V. PARLIAMENTARY PROCEDURE

John Carroll presented on parliamentary procedure. His presentation has been provided as an attachment.

VI. CAPITAL PROJECT REPORTS

Matthew Saxon, Assistant City Manager, presented on capital projects, both future and underway. His presentation has been provided as an attachment.

VII. DEPARTMENT REPORTS

A. Public Works

Matthew Saxon, Assistant City Manager, presented on the Public Works Department. His presentation has been provided as an attachment.

B. Finance

Chris Lightle, Finance Officer, presented on the Finance Department. His presentation has been provided as an attachment.

C. Recreation

Hugh Elton, Parks & Recreation Director, presented on the Parks & Recreation Department. His presentation has been provided as an attachment.

D. Police Department

Chief Ashley Brown presented on the Police Department. His presentation has been provided as an attachment.

E. Fire-Rescue Services

Chief Wade Simmons presented an update on Fire-Rescue Services. His presentation has been provided as an attachment. Ian Schulte presented on the proposed public safety training center.

F. Planning & Development

Nicole Dixon, Planning & Development Director, and Brian Crooks, City Planner, provided the department presentation, which has been provided as an attachment.

VIII. EXECUTIVE SESSION

An Executive Session was held from 2:32 p.m. – 4:17 p.m. The planned tour of facilities was not held due to time constraints.

IX. ADJOURNMENT

Mayor Karen L. Williams adjourned the retreat at 4:17 p.m.

The foregoing minutes are true and correct and are approved on this

_____ day of _____, _____.

CITY OF POOLER, GEORGIA

Karen L. Williams, Mayor

ATTEST:



CITY of POOLER

— GEORGIA —

**Winter 2024
Orientation & Retreat**

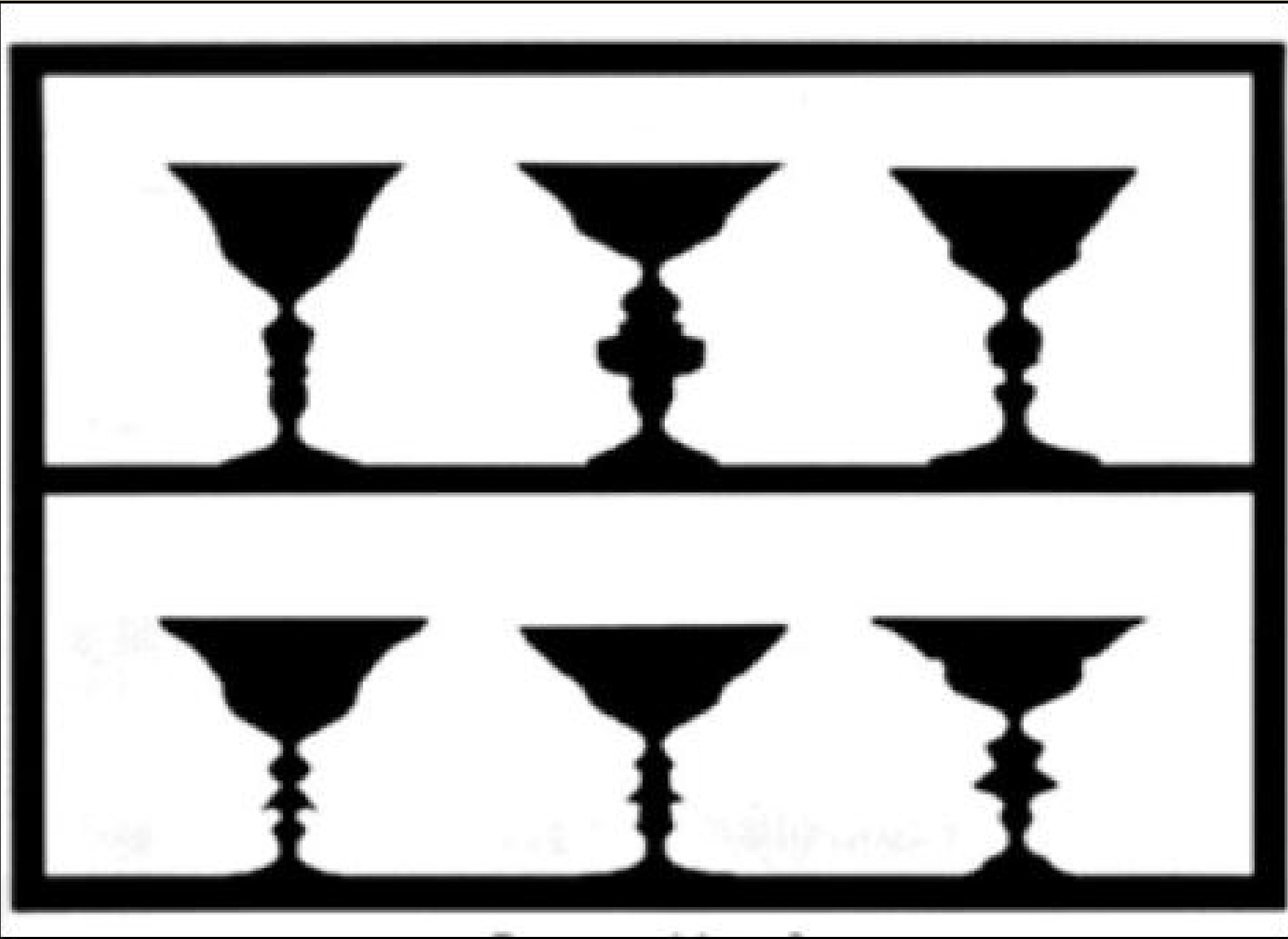


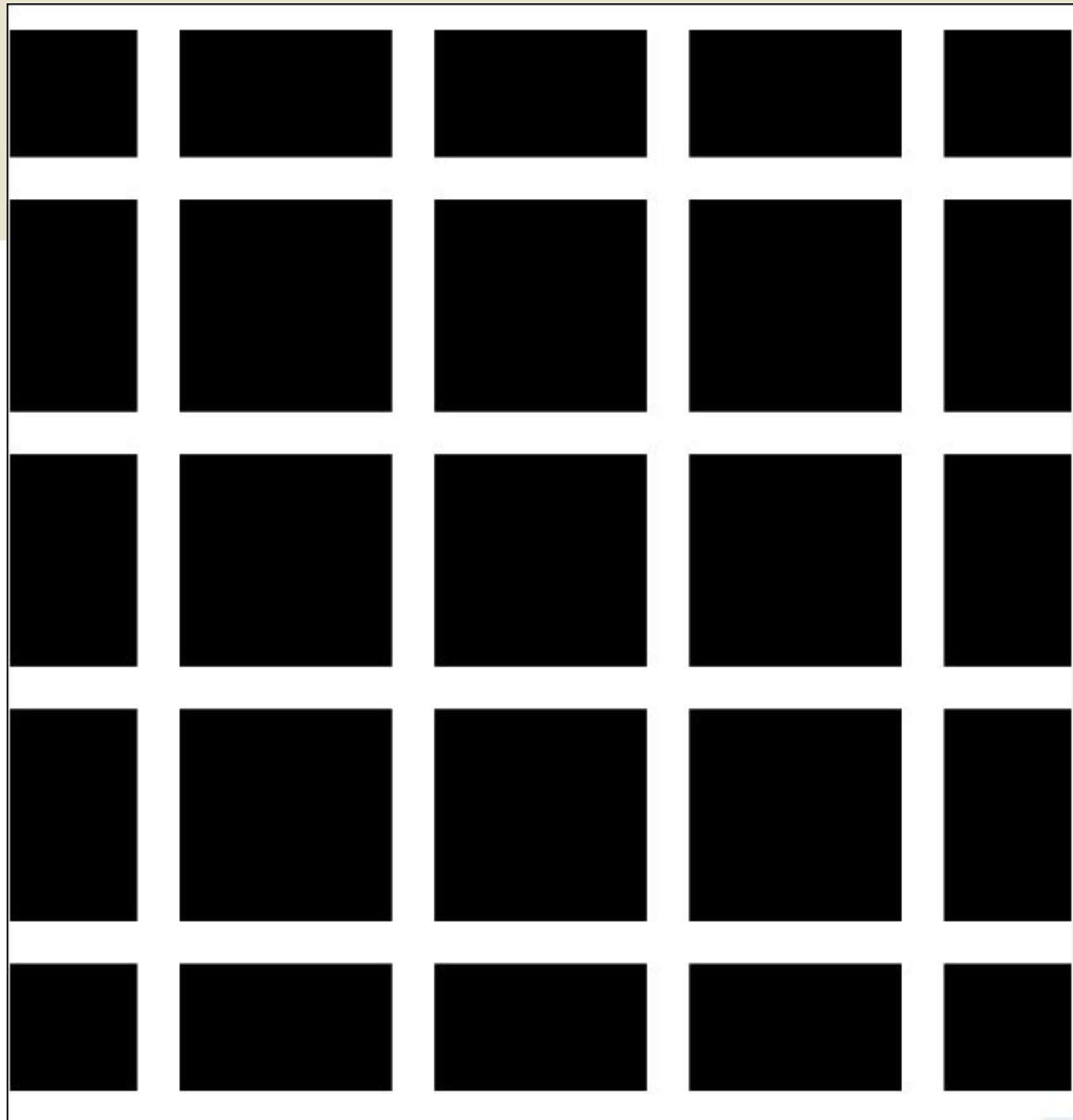
WELCOME & INTRODUCTIONS

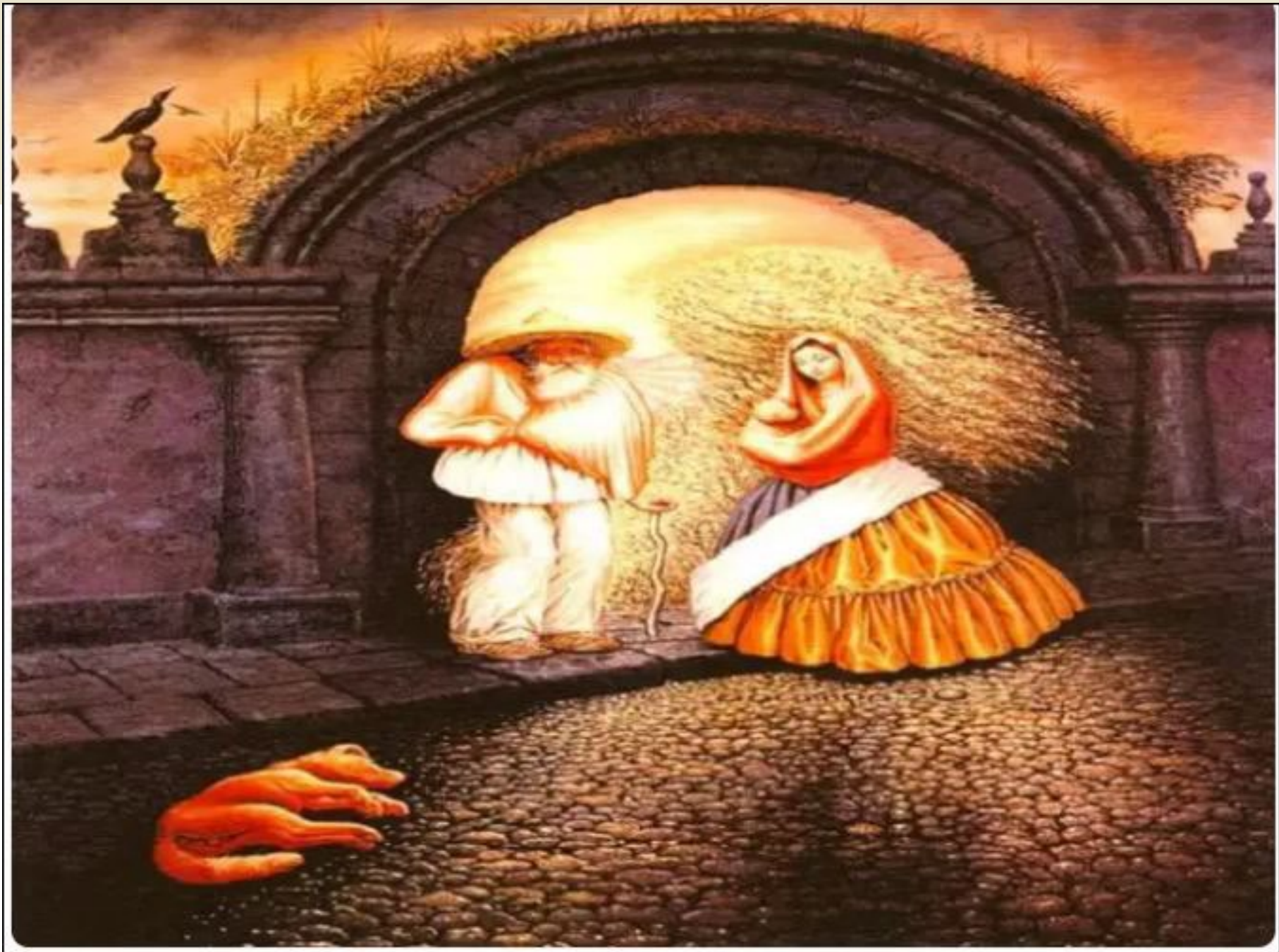
Karen Williams, Matt Saxon

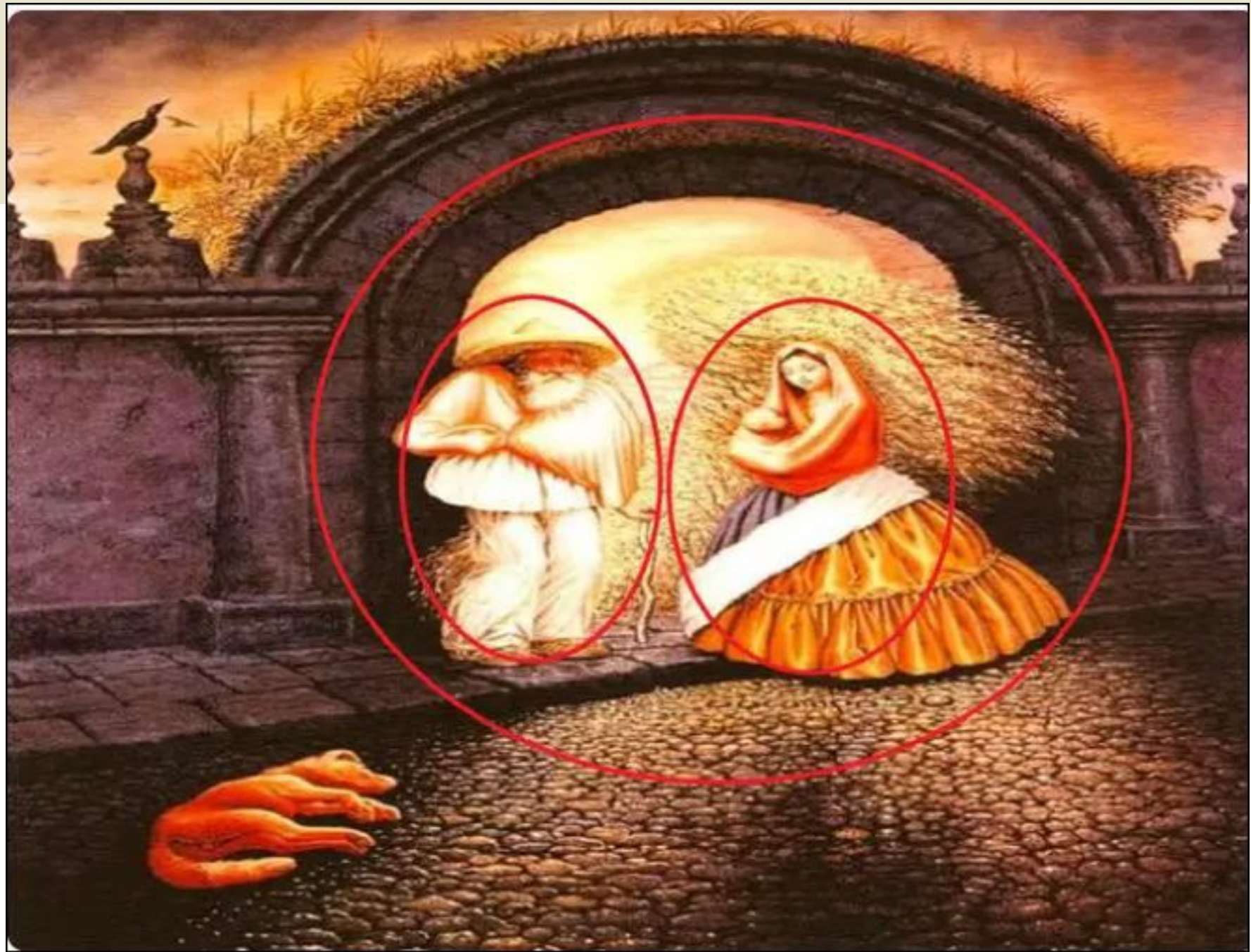


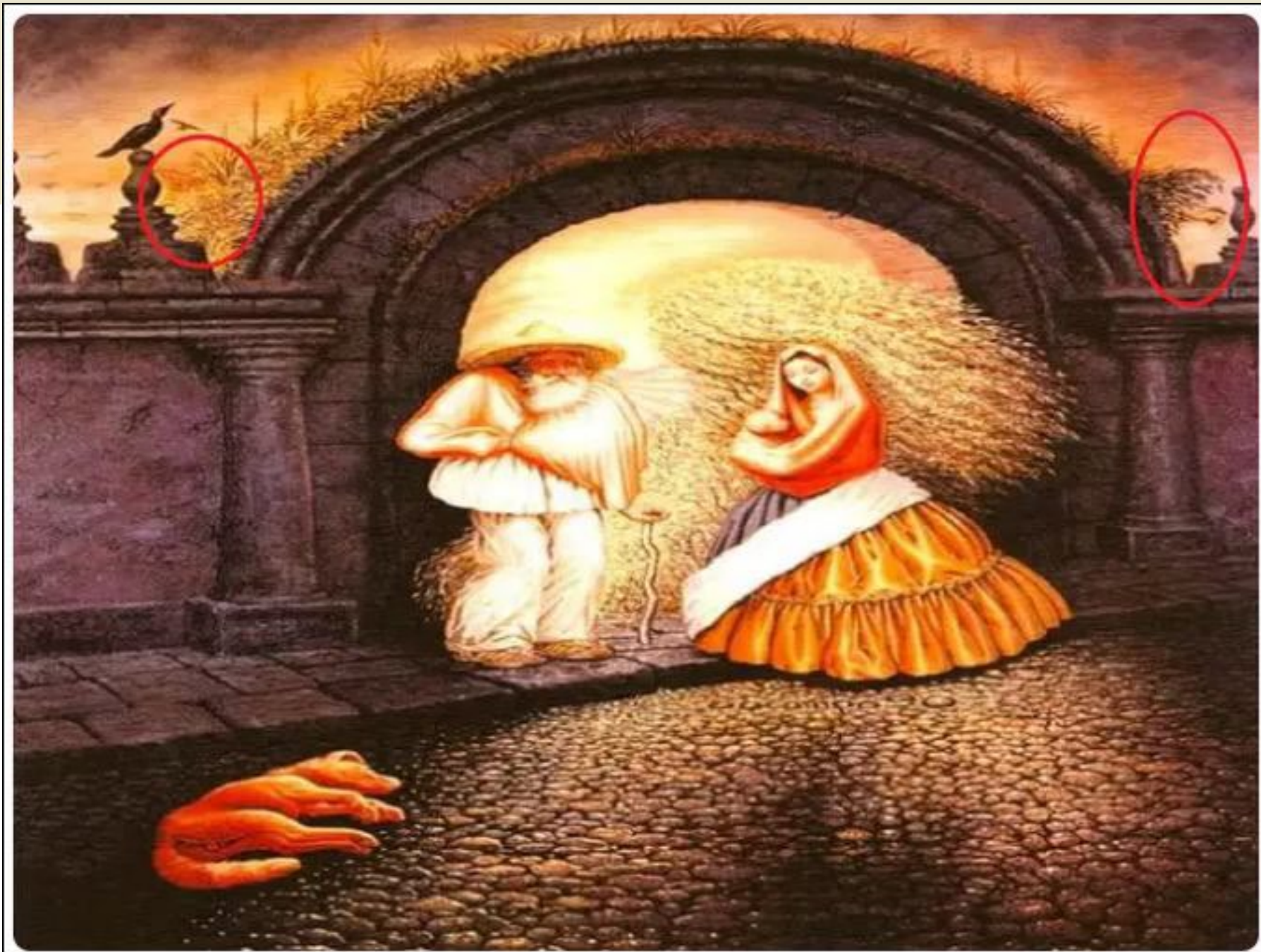
TEAM BUILDING
Karen Williams

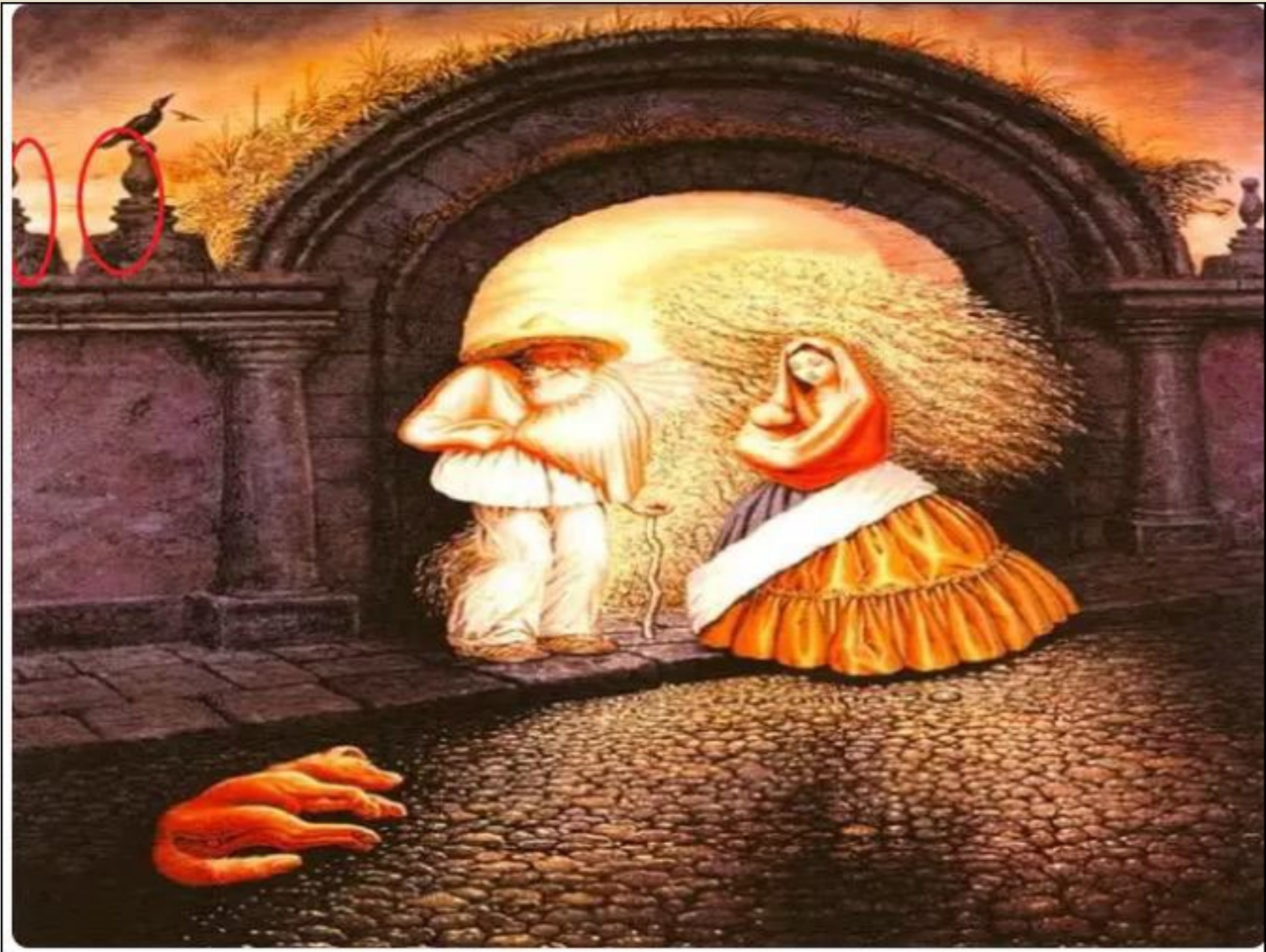


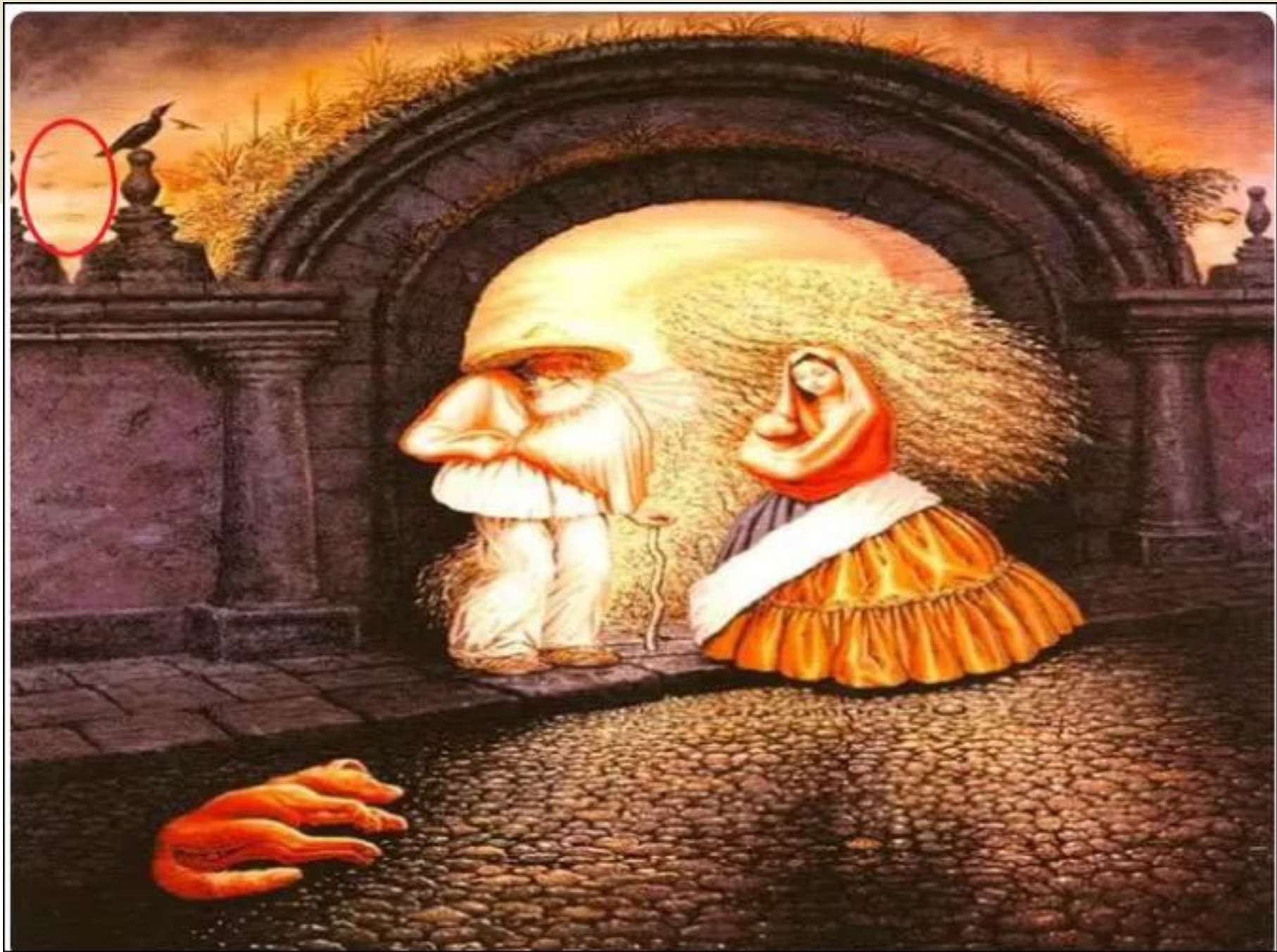


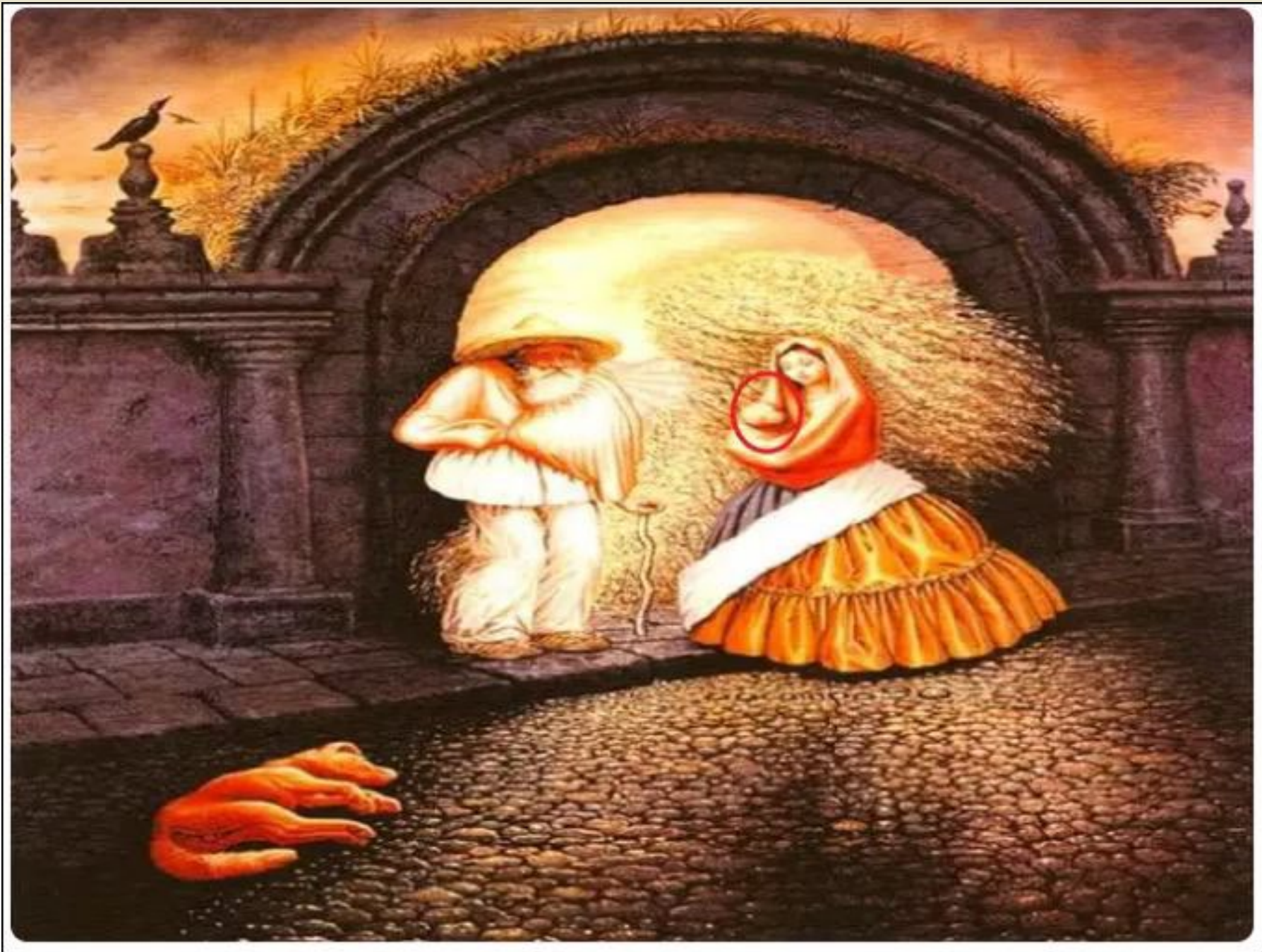














CITY OF POOLER 101
Caroline Hankins, Craig Call,
Kiley Fusco

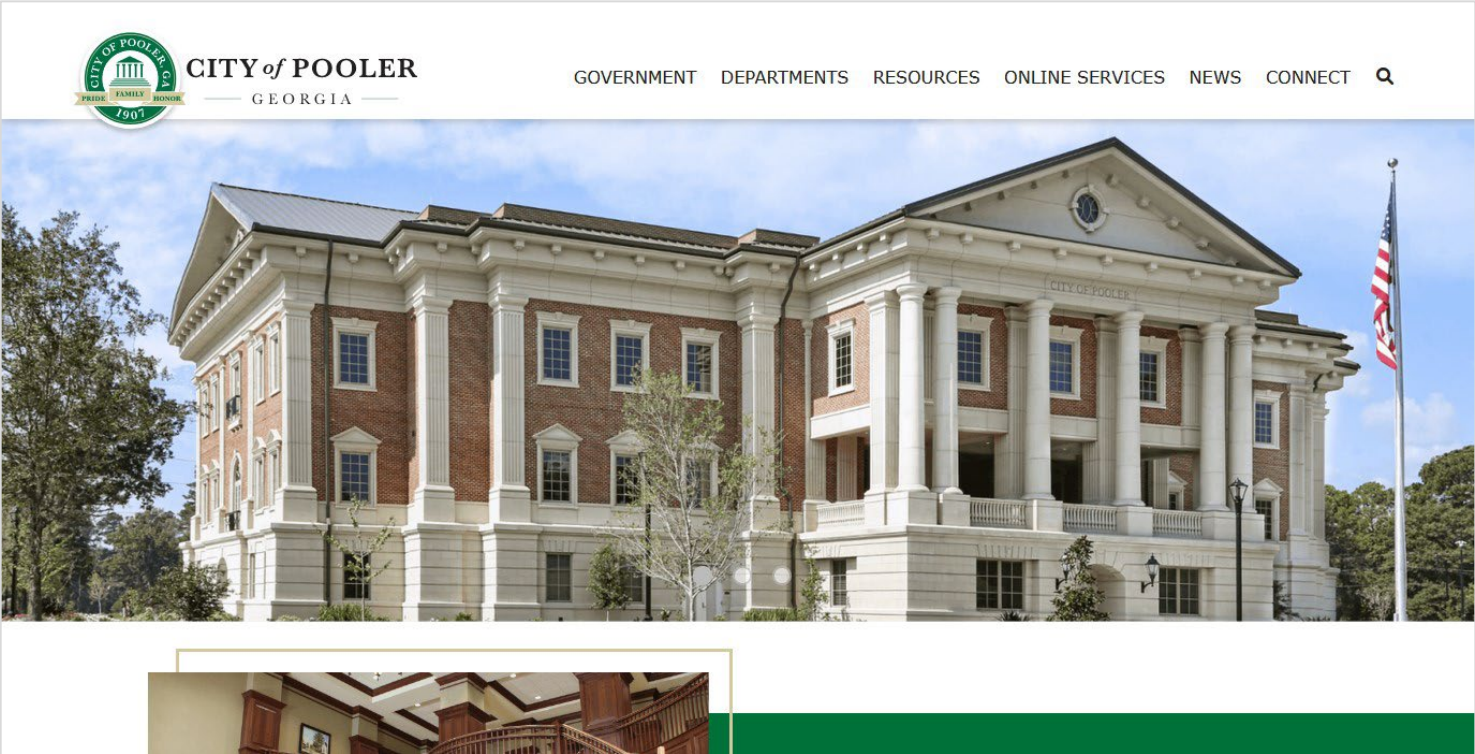
Key Facts

City of Pooler, Georgia

- Incorporated in 1907
- Population 28,766
(July 2022 estimate)
- Approximately 31 square miles
- Median age 36.9
- Median household income
\$84,111
- Median property value
\$234,100

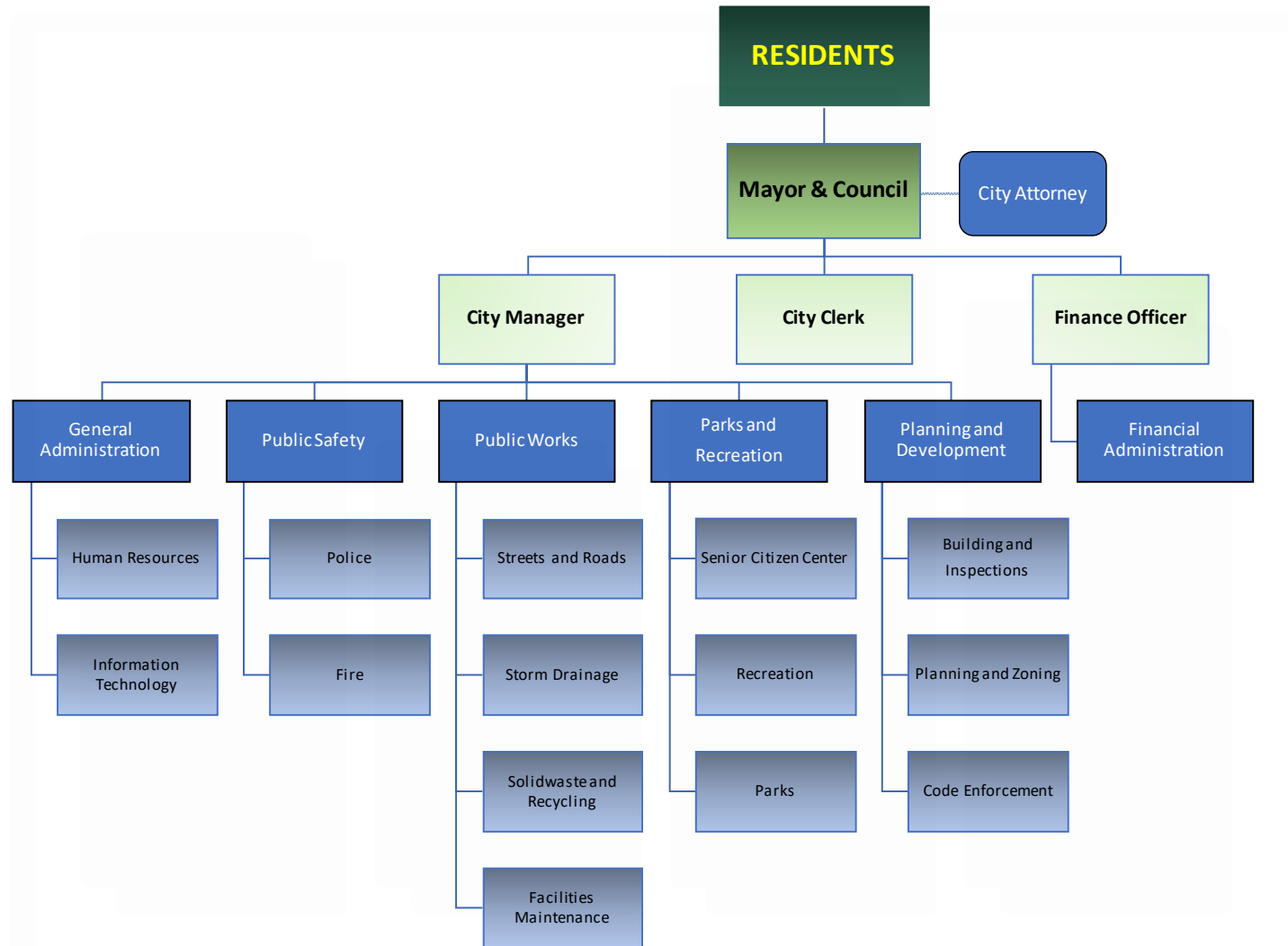


City Services



The screenshot shows the top portion of the City of Pooler website. On the left is the official logo, which is a circular seal containing a building icon and the text "CITY OF POOLER, GA.", "FAMILY", and "SINCE 1907". To the right of the logo, the text "CITY of POOLER" is displayed in a serif font, with "— GEORGIA —" underneath. A horizontal navigation menu follows, listing "GOVERNMENT", "DEPARTMENTS", "RESOURCES", "ONLINE SERVICES", "NEWS", and "CONNECT", each with a small downward arrow. A magnifying glass icon for search is positioned at the end of the menu. Below the navigation is a large, high-resolution photograph of the City of Pooler's main building, a grand neoclassical structure with a portico supported by white columns. An American flag is visible on the right side of the building. At the bottom left of the screenshot, there is a smaller, partially visible image of an interior space with a wooden staircase and a balcony. A solid green horizontal bar is located at the bottom right of the screenshot area.

Organizational Chart



Authority

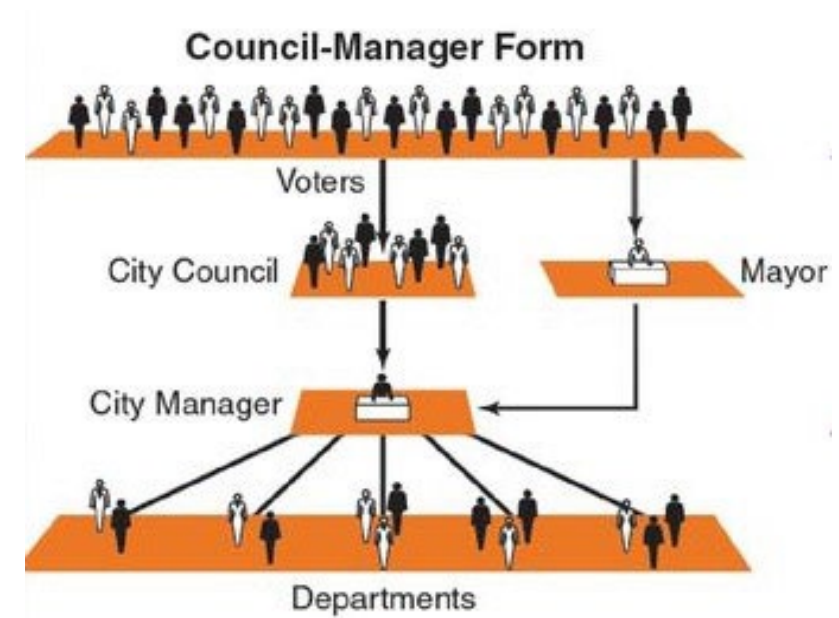
- Law (Federal, State)
- Corporate Charter
- Bylaws or Constitution
- Code of Ordinances
- Zoning Ordinance
- Annual Budget
- Comprehensive Plan
- Main Street Master Plan
- City Policies
- Employee Handbook



Form of Government

Council-Manager Form of Government

- Citizens elect a Mayor and Council, who then serve part-time to provide strategic policy direction and act as the City's legislative authority.
- A City Manager is hired by the City Council to take that policy direction and implement it through the staff while managing the City's day-to-day operations.



Role of City Council

- Members of Council collectively exercise the legislative authority of the city and are tasked with making policy decisions for the community.
- Members of Council have no individual authority but act only by majority vote of the Council as a whole—making teamwork, coordination, and cooperation essential to achieving the body's goals!



Role of City Council

- Appoints a City Manager, Finance Officer, City Clerk, and City Attorney
- Appoints members of other bodies, such as the Planning & Zoning Commission and Development Authority
- Sets the annual millage rate
- Approves the annual budget
- Approves contracts over \$100,000

Role of City Council

- Adopts ordinances and resolutions
- Adopts zoning code and comprehensive plan
- Attends regular meetings
- Attends special meetings as called
- Has personal contact with Pooler citizens in order to discern priorities for government

Role of the Mayor

- Serves as the presiding officer and chair of all meetings of the City Council and votes to break a tie.
- May execute all written and approved contracts, ordinances, and other documents for the city.
- Serves as the official political spokesperson for the Council and the City.
- Serves as the ceremonial representative at public events and functions.

Benefits

- Annual compensation
 - Mayor \$14,400 (paid monthly)
 - Council \$7,200 (paid monthly)
- Elected Officials' Retirement Benefit (\$35 per service year)
- Medical Dental and Vision at the full premium cost

Direct Reports

The City Manager, City Clerk, Finance Officer, and City Attorney are the only staff members who report to Mayor and Council. All others report directly to the City Manager.

- City Manager: serves as the executive head of our City government, directing daily operations and department directors.
- Finance Officer: prepares and submits the annual budget and service plan, tracks revenues and expenditures to deliver those services with measures to safeguard financial health and security.

Direct Reports

- City Clerk: responsible for the agenda process, serves as the qualifying officer, maintains city records, and receives and responds to requests for information.
- City Attorney: handles all legal matters for the city, serving as counselor, advisor, subject matter expert, and advocate.

Division of Responsibilities

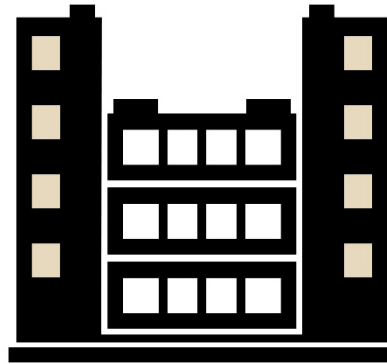
GOVERNMENT



LEGISLATIVE



makes laws



EXECUTIVE



carries out laws



JUDICIAL



evaluates laws

Division of Responsibilities

- The Council-Manager form of government lends itself to a distinct separation of politics (Mayor and Council) from administration/operations (City Manager and staff).
- Why? This is necessary to protect staff from undue influence and pressure from individual elected officials AND to allow staff to execute work in the priority set by management.
- All requests for meeting with/assistance from staff shall be directed to the City Manager, who will assign such requests to the appropriate staff members.

Division of Responsibilities

Mayor and Council should refrain from direct or indirect involvement or attempts to influence administrative matters directed by the City Manager, including:

- staff decision-making
- development of staff recommendations
- scheduling of work
- executing department priorities
- personnel issues
- purchasing, etc.

Consensus

- For Policy: If Mayor or Council wish to make a suggestion about an administrative action, they must discuss it with all other elected officials so everyone can decide together whether it should be addressed as a matter of policy.
- For Action/Spending: When making requests of direct reports, it's important to get a consensus beforehand. This ensures that everyone, or at least a majority, is on board with the decision.



City Business

“Official City Business” is defined by meetings and functions of the Mayor, Council, and City Departments that are directly connected to the goals of City Council, the core services of City offices or departments, and/or the promotion of economic development.

- Where/how might one appear in an official capacity?
- What identifying markers can be worn in an official capacity?
- What types of travel are approved?
- What is appropriate use of city property/buildings/resources?
- Who can approve that use?

Meetings & Quorums

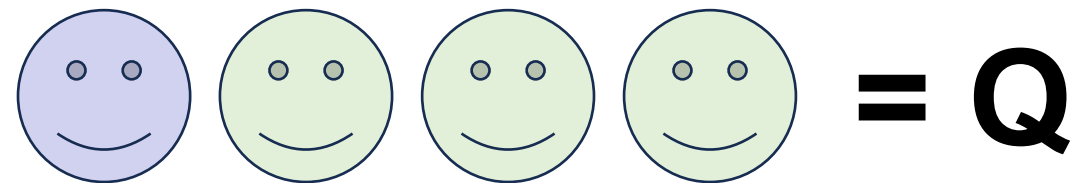
A meeting is the gathering of a quorum of the members of the governing body at which *any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon*. Except as otherwise provided by law, **all meetings shall be open to the public.**



Meetings & Quorums

In order to conduct business, an in-person quorum must be met. For Pooler, this is either:

- Four councilmembers, or
- Mayor plus three councilmembers



Meetings & Quorums

Exceptions to having a quorum present outside of an open meeting are:

- Gathering for inspections of physical facilities or property
- Attending state-wide, multijuris., or regional meetings
- Participate in seminars or courses of training
- Meeting legis. or exec. branch officials of government
- Traveling to and from events
- Gathering at social, ceremonial, civic, or religious events

Meetings & Quorums

Be reminded that you may often have an “accidental quorum” while traveling; city business should not be discussed with that quorum present.



Meeting Attendance

- Council Meetings are held on the first and third Mondays of each month, unless otherwise noted.
- As long as an in-person quorum is met, a member may participate by teleconference if necessary. Absent emergency conditions or a written medical excuse, no member shall do so more than twice in one calendar year. (§ 50-14-1)

Agendas, Packets, Minutes

- Agendas items and reports are due Wednesday at noon prior to the Monday meeting.*
- Agendas are drafted Wednesday/Thursday, depending upon the week.*
- Packets are distributed Thursday/Friday depending upon the week.*

**often aspirational*

Agendas, Packets, Minutes

- Minutes are to be a record of the action taken at a meeting. They contain what was **done**, not what was **said**.
- Draft minutes (known as a summary) are circulated for review within two business days of the meeting. This summary is open to public inspection.
- Executive Session minutes are not open to the public.

Open Records

The public has a right to see, inspect, and copy all “public records.” GA’s Open Records Law provides the public with broad access to governmental records...

- Documents, books, papers, photographs, data, tapes, letters, and maps
- Handwritten notes, emails, and text messages




Finance Reporting


- Non-Election Year Reporting:
 - CCDR due June 30 and December 31
 - PFDS due after January 1 and no later than July 1
- Under Georgia State Law, officials bear the responsibility of submitting their required reports within the prescribed time. *Reminders are sent as a courtesy.*
- State Ethics Commission
(404) 463-1980 | gaethics@ethics.ga.gov



Travel

- The costs of city business-related travel are covered, which may include approved training/education, mileage, transportation, fuel, lodging, meals, and incidentals.
- If traveling within the state of Georgia, your lodging is tax exempt. Elected officials are responsible for submitting their tax exemption forms at hotels upon check-in.



 STATE OF GEORGIA
CERTIFICATE OF EXEMPTION OF LOCAL HOTEL/MOTEL EXCISE TAX

ATTENTION: GEORGIA HOTEL AND MOTEL OPERATORS

Effective April 2, 1987, Act Number 621 amending Official Code of Georgia Annotated Section 48-13-51 provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging, often referred to as local hotel/motel tax.

Upon verification of the identity of the government official or employee identified below, Georgia hotel and motel operators are required to exempt the individual from any applicable tax(es), as outlined below.

Tax	Acceptable Payment Methods	Required Form(s) – Provided by the Traveler
Occupancy Tax (local, county, or municipal lodging, or excise tax)	ALL payment methods accepted (Personal or Government payment)	State of GA Certificate of Exemption of Local Hotel/Motel Excise Tax

A copy of this exemption form must be maintained with hotel tax records to document the individual's status as a government official or employee traveling on official business. If you have any questions, please contact the traveler's accounting or fiscal office contact, identified below.

CERTIFICATION:

This is to certify that the lodging obtained on the date(s) identified below was required in the discharge of my official duties for the named agency, and qualifies for exemption of the local hotel/motel excise tax under Official Code of Georgia Annotated Chapter 48-13 (as amended by Act 621, Georgia Laws 1987).

Signature of Official or Employee _____ Date _____

Please complete below:
Name of Official or Employee _____
Title of Official or Employee _____
Government Agency Represented _____
Accounting/Fiscal Office Contact Name _____ Phone No. _____
Date(s) of Lodging _____

NOTE: Government officials or employees are also exempt from Georgia State Sales Tax when individuals submit the "Department of Revenue Sales Tax Certificate of Exemption Form (ST-5)" to hotel operators. The payment methods that are applicable to the exemption of this sale tax are either a State of Georgia issued credit card or payments made by directly billing the governmental organization.

Travel



The U.S. General Services Administration provides per diem rates by location at www.gsa.gov

Training, Education & Memberships



Georgia Municipal Association

Voluntary, non-profit organization that provides legislative advocacy, educational, employee benefit and technical consulting services.



Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA

Carl Vinson Institute of Government (UGA)

Promoting excellence in government through education, assistance, research and policy analysis to help public officials serve citizens in Georgia and around the world.



1924-2024: A CENTURY OF STRENGTHENING CITIES

National League of Cities

An organization comprised of local government leaders that are focused on improving the quality of life for their current and future constituents.

2024 Training Opportunities

2024 Budget = \$20,000 Travel and \$15,000 Training & Ed

- Newly Elected Officials Institute (GMA, mandatory)
- Cities United Summit (GMA)
- Spring and Fall Training Sessions (GMA)
- Virtual Training Sessions (GMA)
- GMA Annual Convention (GMA)
- Virtual and Local Training Sessions (GMA)
- Congressional City Conference (NLC)
- City Summit (NLC)

2024 City Events

- Inauguration | January 4
- “Plant a Tree” Arbor Day Celebration | March 9
- Memorial Day Remembrance Ceremony | May 27
(In Partnership with the Mighty Eighth)
- Tree Lighting at Memorial Park | November 17
(Rain Date of Sunday, November 24, 2024)
- Santa Visits Pooler – December 2024

2024 City Holidays

- **New Year's Day** (observed) – Tuesday, January 2
- **Martin Luther King, Jr. Day** – Monday, January 15
- **Presidents' Day** – Monday, February 19
- **Good Friday** – Friday, March 29
- **Memorial Day** – Monday, May 27
- **Juneteenth** – Wednesday, June 19
- **Independence Day** – Thursday, July 4
- **Labor Day** – Monday, September 2
- **Columbus Day** – Monday, October 14
- **Veterans Day** – Monday, November 11
- **Thanksgiving & Day After** – Thursday & Friday, November 28-29
- **Christmas & Day After** – Wednesday & Thursday, December 25-26
- **New Year's Eve** – Tuesday, December 31

IT Equipment

- Surface Pro
- Council workspace shared PC and printer
- Cellular phone
- Gate and door key fobs

Use of city-provided internet, e-mail, phone service, and other technology services shall be used for city government-related activities and not for personal business.

Elected officials have key fob access to the third floor Executive Offices and second floor Council Workspace.



PARLIAMENTARY PROCEDURE

John Carroll



Parliamentary Procedure

JOHN P. CARROLL, ESQ.

JANUARY 11, 2024



CITY of POOLER

— GEORGIA —

Why Do We Need Parliamentary Procedure?

- The Code of Ordinances require it.
- Our constituents deserve for their representative to have the opportunity to be heard at every meeting.
 - *(with limited interruption)*
- *(I know we are all on the same team, but...)*
 - Having more knowledge of PP over your adversary can be used as a tool to achieve your policy initiatives.

General Format of a Meeting

Order of Business (unless otherwise provided in a previously prepared agenda)

- Roll Call
- Call to order and any opening exercises
- Reading the minutes
- Petitions and communications
- Reports of committees
- Reports of officers
- Resolutions, orders, and ordinances
- Accounts and salaries
- Unfinished business
- Trial of appeals
- Adjournment

General Format of a Motion

Speaking during a Meeting:

- Obtain the Floor
- Make the Motion (we will describe this process more in the next section)
- Get a Second
- Debate
- Vote on the Question

Obtain the Floor

- Rise from your seat or otherwise gesture that you want to speak.
- Address the Mayor
- Mayor will recognize you and allow you to speak

After Making a Motion - Get a Second

- We will go over how to make a motion in the next section.
- A motion generally must be seconded by another member before it can be discussed
- Another member will say “Second” or the Mayor will call for a Second

Debate

- The member making the motion has the right to speak first
- No member may speak a second time until every other member who wishes to speak has had the opportunity
- No member may speak more than 10 minutes at a time
- No member may speak more than twice
- Debate then concludes by “Calling the Question” to a vote.

Common Motions and How to Make Them

All motions require a second and a majority vote to pass unless otherwise noted.

Motions

Main Motion

- Introduces business.
- Can only be made when no other motion is on the floor.
- “Madam Mayor, I move that _____”

Motion to Amend

- Adds/removes language from a motion.
- Must be made in writing.
- “Madam Mayor, I move that the motion be amended by adding the following words _____”

Motions

Motion to Substitute

- Replaces the current motion with a new motion.
- Debated with the original motion first.
- “Madam Mayor, I move to substitute the motion with

_____”

Motion to Refer to Committee

- Appoints a committee to review the issue.
- Can contain specific instructions.
- “Madam Mayor, I move we refer the matter to the Planning Commission.”

Motions

Motion to Postpone Definitely

- Gives more time to consider.
- “Madam Mayor, I move we postpone the question until next meeting”.

Motion to Postpone Indefinitely

- Kills a motion
- “Madam Mayor, I move we postpone the question indefinitely”

Motions

Motion to Limit Discussion

- Limits the length of debate
- Not debatable
- Requires a two-thirds vote
- “Madam Mayor, I move to limit discussion to 15 minutes total”

Motion for the Previous Question “Call the Question”

- Ends debate and calls for the vote
- Requires a two-thirds vote
- “Madam Mayor, I move the previous question”

Motions

Motion to Lay on the Table

- Temporarily puts the issue aside
- Not debatable
- Majority vote is required to call the motion up from the table
- “Madam Mayor, I move to table the matter”

Motion for Point of Procedure/Information/Parliamentary Inquiry

- Clarifies information or a rule
- No second required
- “Point of Procedure” or “Point of Parliamentary Inquiry”

Motions

Motion to Suspend the Rules

- Suspends a procedural rule
- Not debatable
- “Madam Mayor, I move to suspend the _____ rule”

Motion to Recess

- Pauses the meeting
- Not debatable
- “Madam Mayor, I move for a 10 minute recess”

Motions

Motion to Adjourn

- Ends the meeting
- Not debatable
- “Madam Mayor, I move to adjourn”

Motion to Reconsider

- Revotes an issue from the same meeting
- Must be made by member of winning side
- “Madam Mayor, I move to reconsider _____”

Motions

Motion to Rescind

- Cancels the vote from a previous meeting.
- Requires two-thirds vote unless previous notice is given.
- “Madam Mayor, I move to rescind _____ decided at last month’s meeting”

Mock Debate

Questions

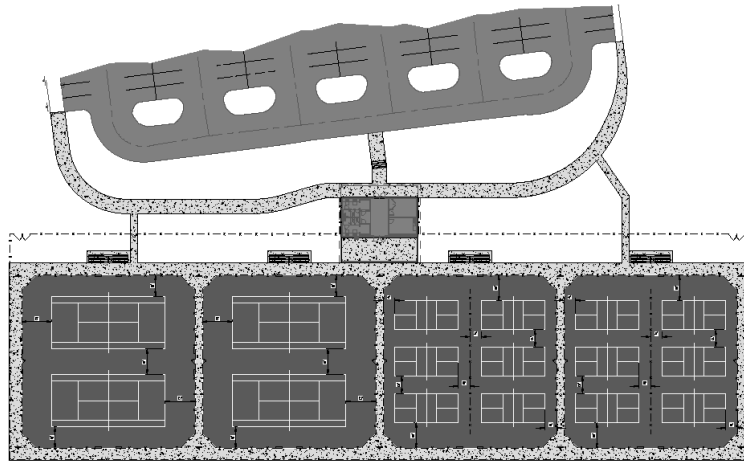
Break



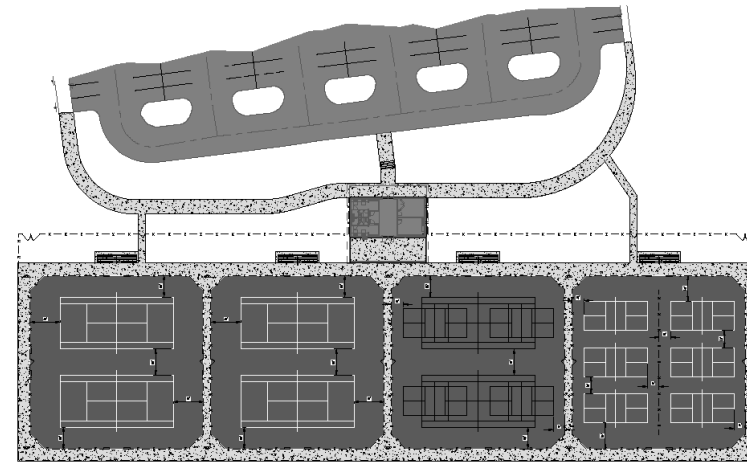


CAPITAL PROJECTS

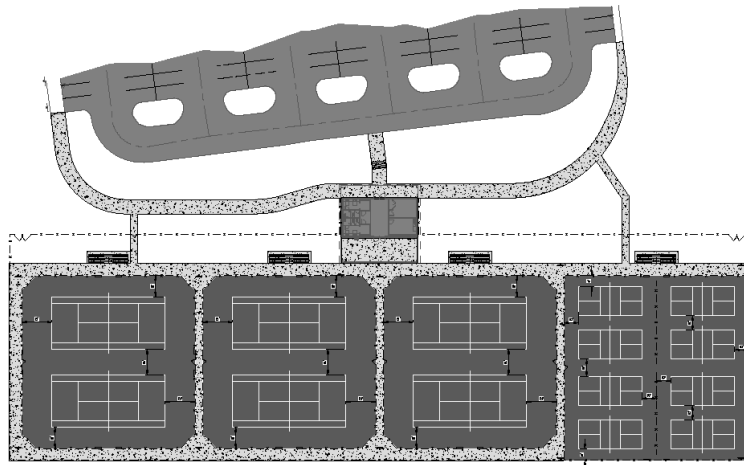
Matt Saxon



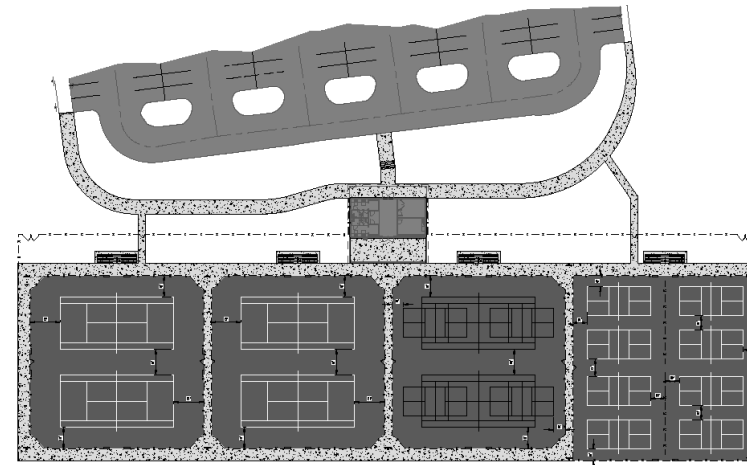
OPTION 1: 4 TENNIS COURTS & 12 PICKLEBALL COURTS



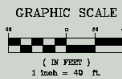
OPTION 2: 6 TENNIS COURTS & 10 PICKLEBALL COURTS
(INCLUDES MULTI-STRIPED COURTS)



OPTION 3: 6 TENNIS COURTS & 8 PICKLEBALL COURTS



OPTION 4: 6 TENNIS COURTS & 12 PICKLEBALL COURTS
(INCLUDED MULTI-STRIPED COURTS)



Layout Options
Pooler Tennis Complex
 Pooler, GA

April 17, 2023

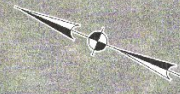
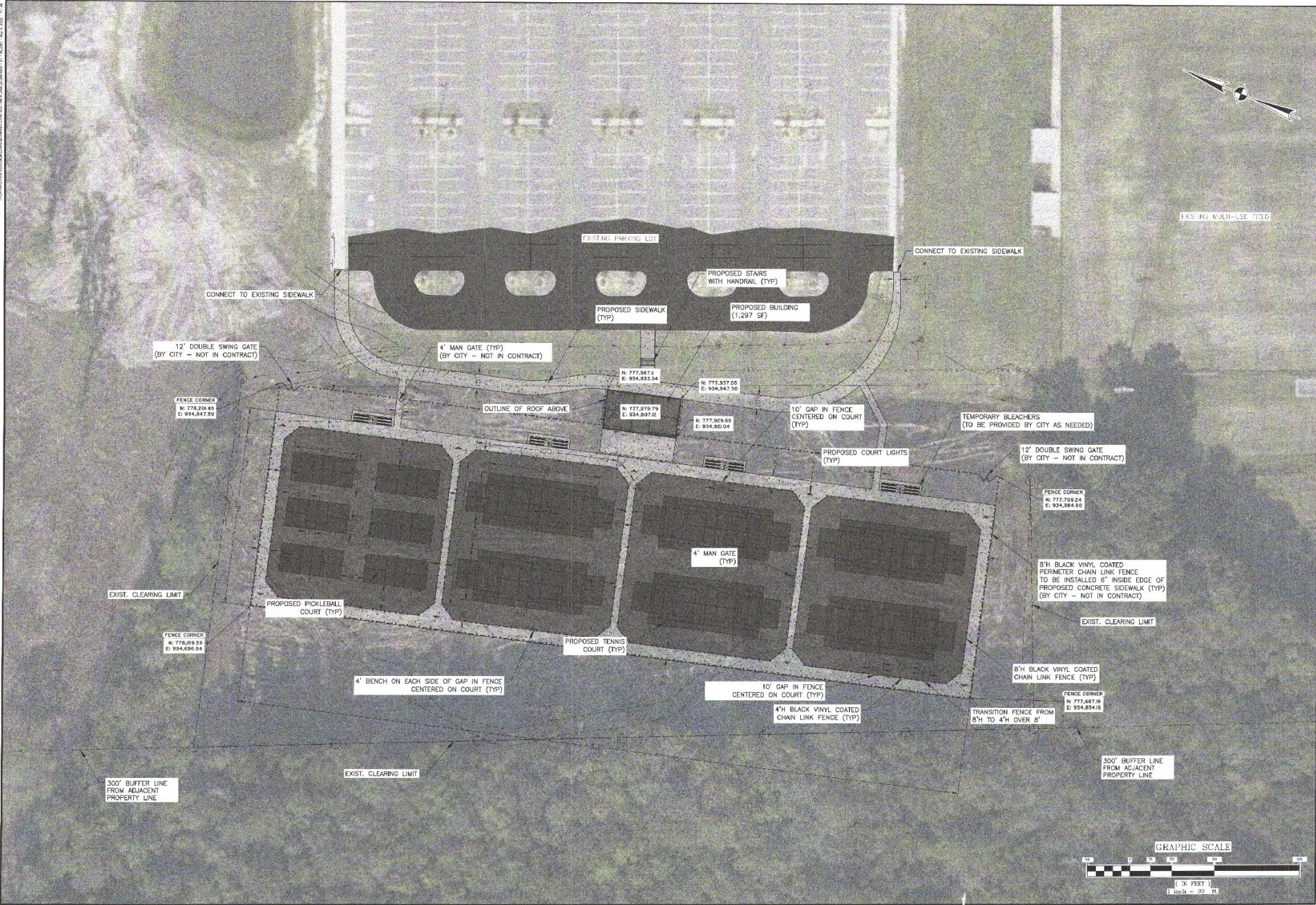


50 Park of Commerce Way
 Savannah, GA 31405 • 912.234.5300
 www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not constitute a contract, and is subject to change and omission without prior written notice to the holder. Dimensions, locations and position markers are for illustrative purposes only and are subject to an accurate survey and proper description.

COPYRIGHT © 2023 THOMAS & HUTTON

DATE PLOTTED: 06/14/2011 11:26:02 AM



NO.	REVISION	BY	DATE

THOMAS HUTTON
 50 Park of Commerce Way
 Savannah, GA 31106 • 912.224.4300
 www.thomashutton.com

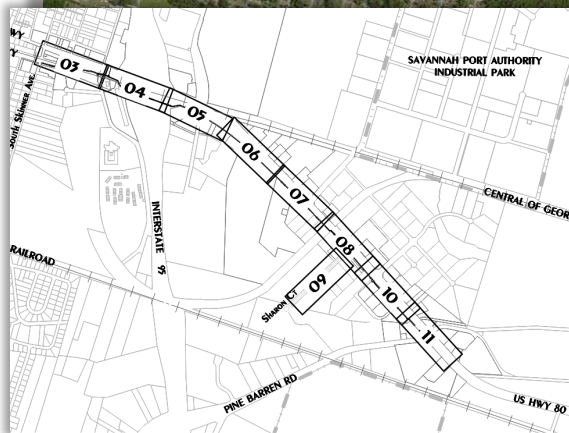
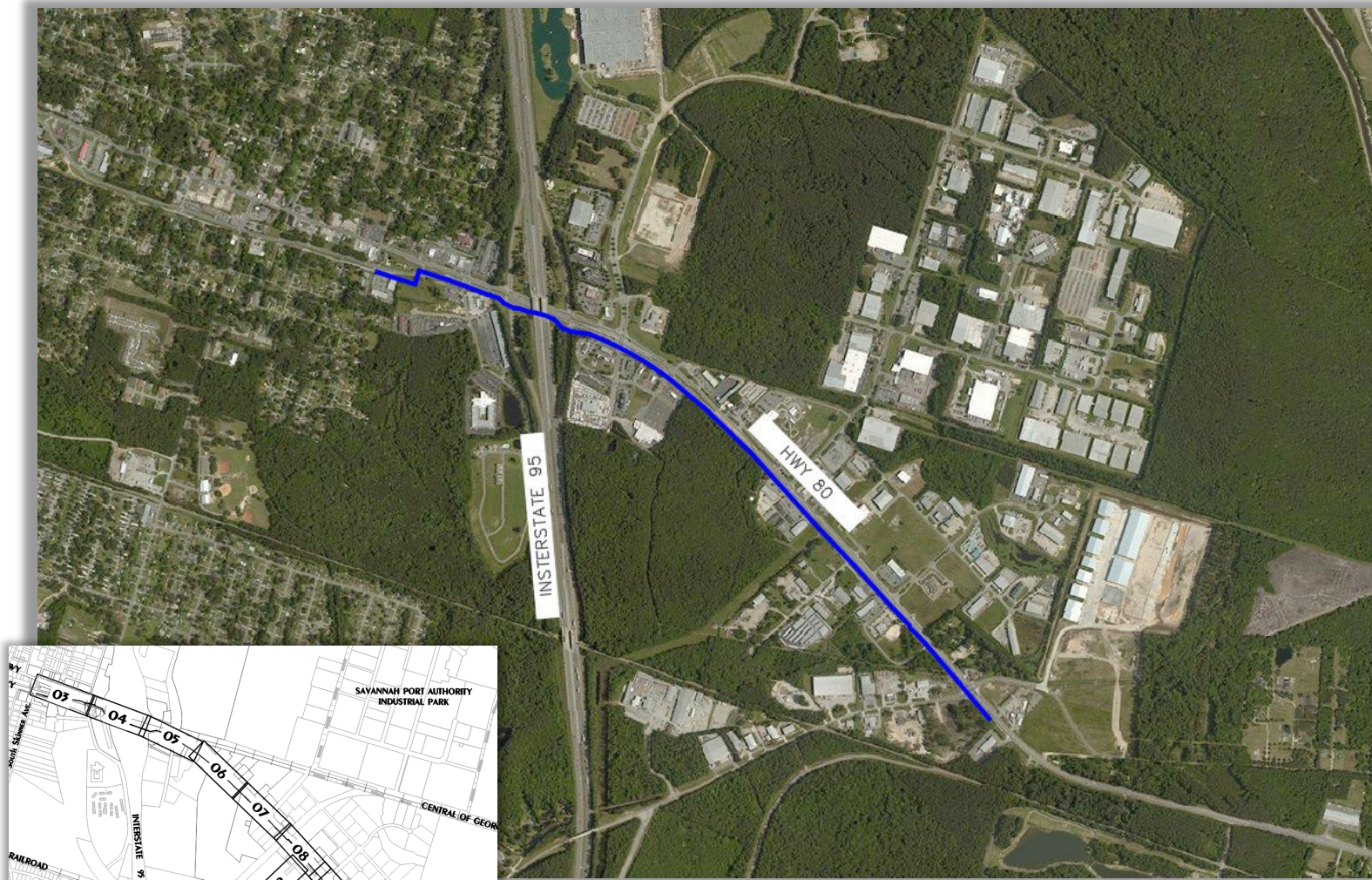
CITY OF POOLER
 POOLER RECREATIONAL COMPLEX
 SITE LAYOUT PLAN

DATE:	06/14/2011
DRAWN:	WJM
DESIGNED:	WJM
REVIEWED:	JVS
APPROVED:	JVS
SCALE:	1" = 30'



C1.1

Highway 80 Water Main Replacement



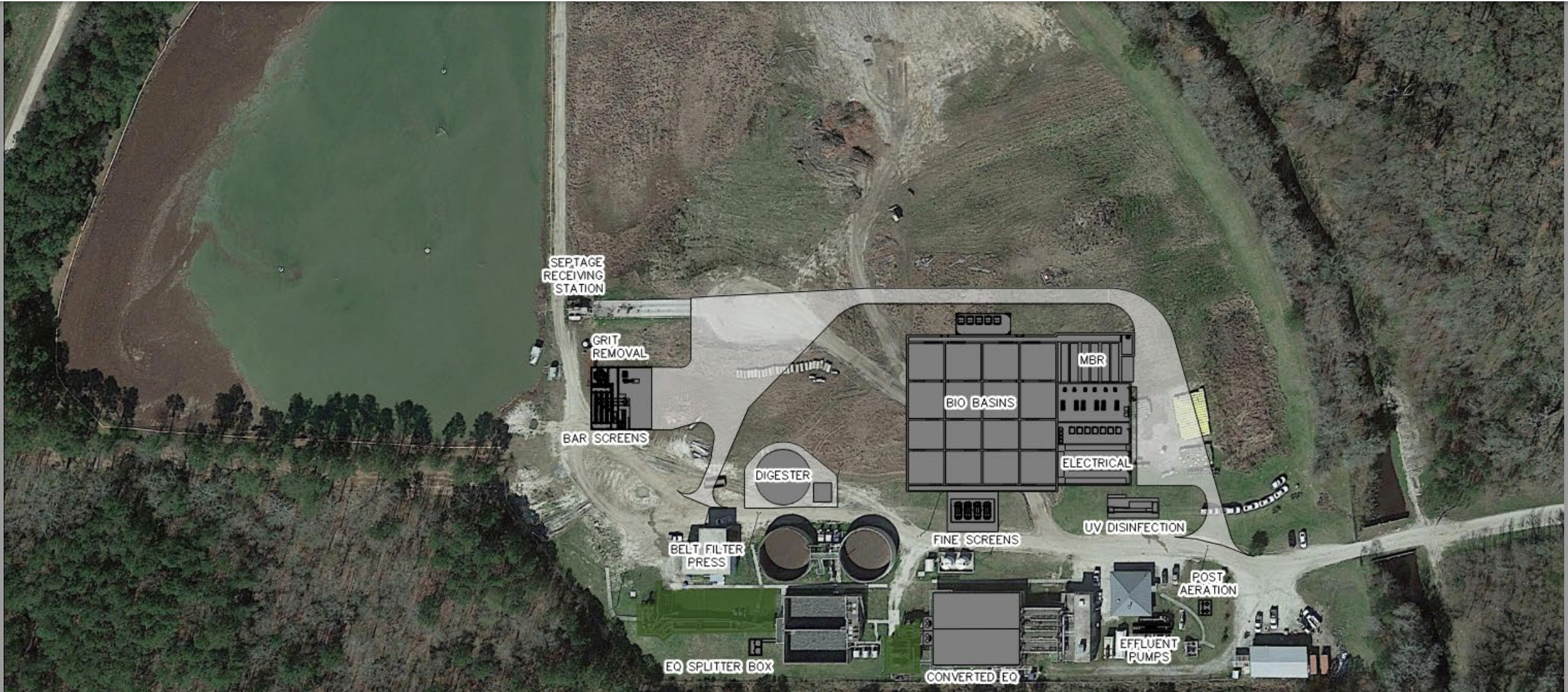
- Project Schedule:
 - Bid Advertisement: May 2024
 - Notice to Proceed: July 2024
 - 18-month Construction Period
 - Construction Complete: December 2025



CITY OF POOLER
GEORGIA
A great place to Live, Work and Play

HUSSEY GAY BELL
Established 1958

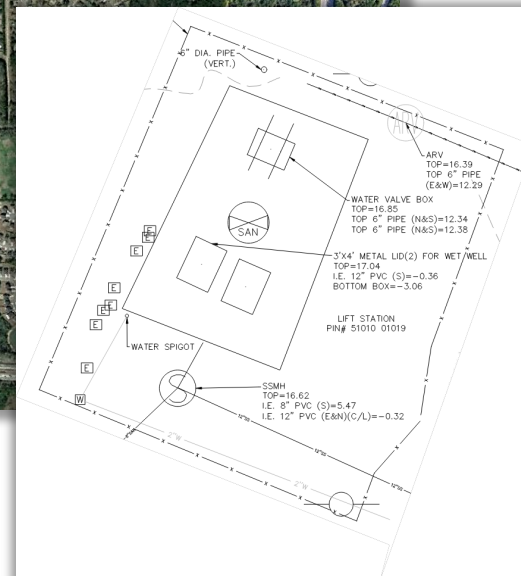
City of Pooler Wastewater Treatment Plant



CITY OF POOLER
GEORGIA
A great place to Live, Work and Play

HUSSEY GAY BELL
Established 1958

South Rogers St Lift Station Upgrade



- Evaluation of Existing LS Capacity and Force Main Capacity
- Upgrade Design involving a New Wetwell, Pumps, and Controls
- Address Odor Concerns
- Survey Complete, Service Area Analysis in Progress

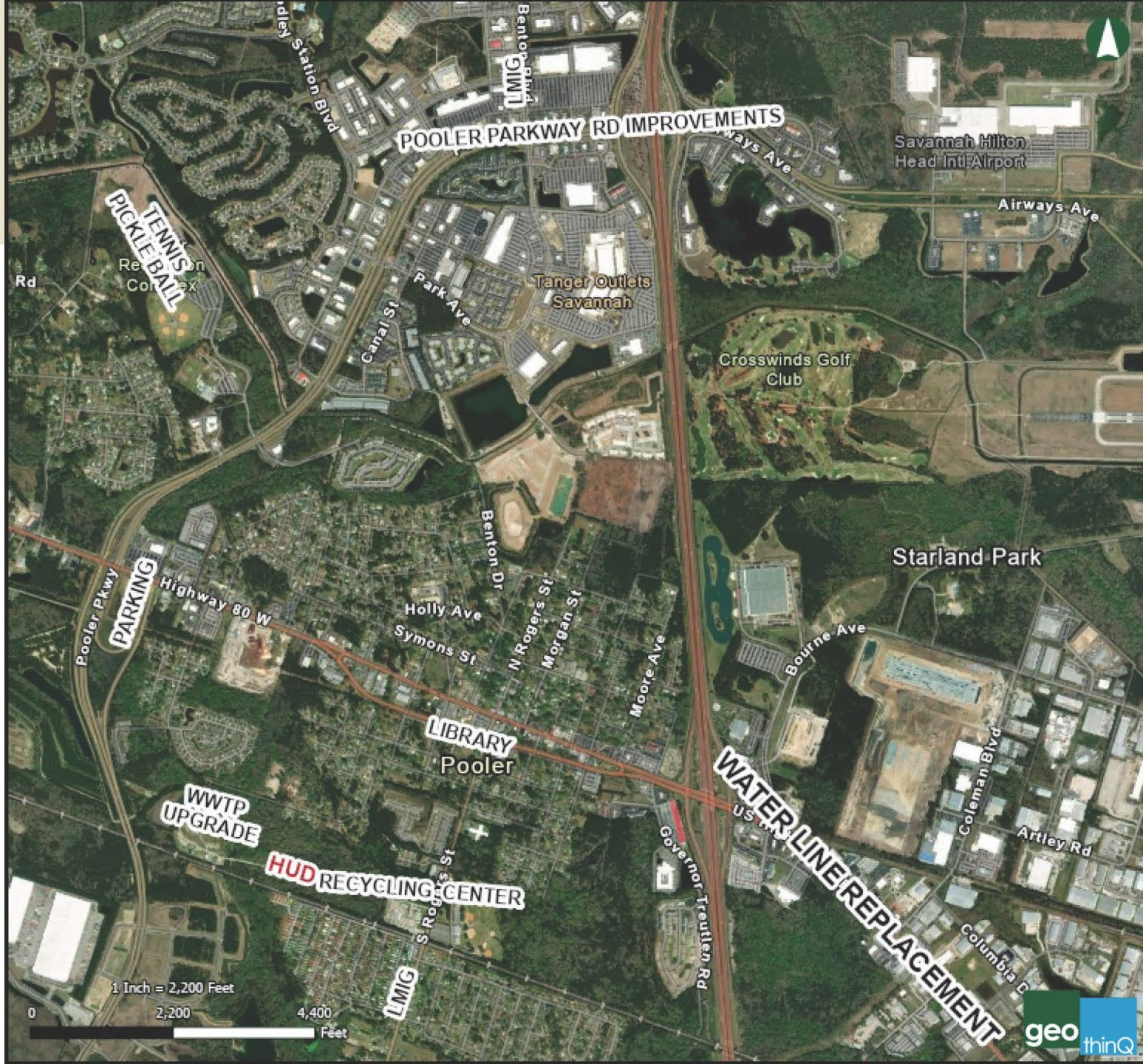


Pooler Public Library



CITY OF POOLER
GEORGIA
A great place to Live, Work and Play

HUSSEY GAY BELL
Established 1958



POOLER PARKWAY RD IMPROVEMENTS

TENNIS PICKLE BALL

PARKING

LIBRARY Pooler

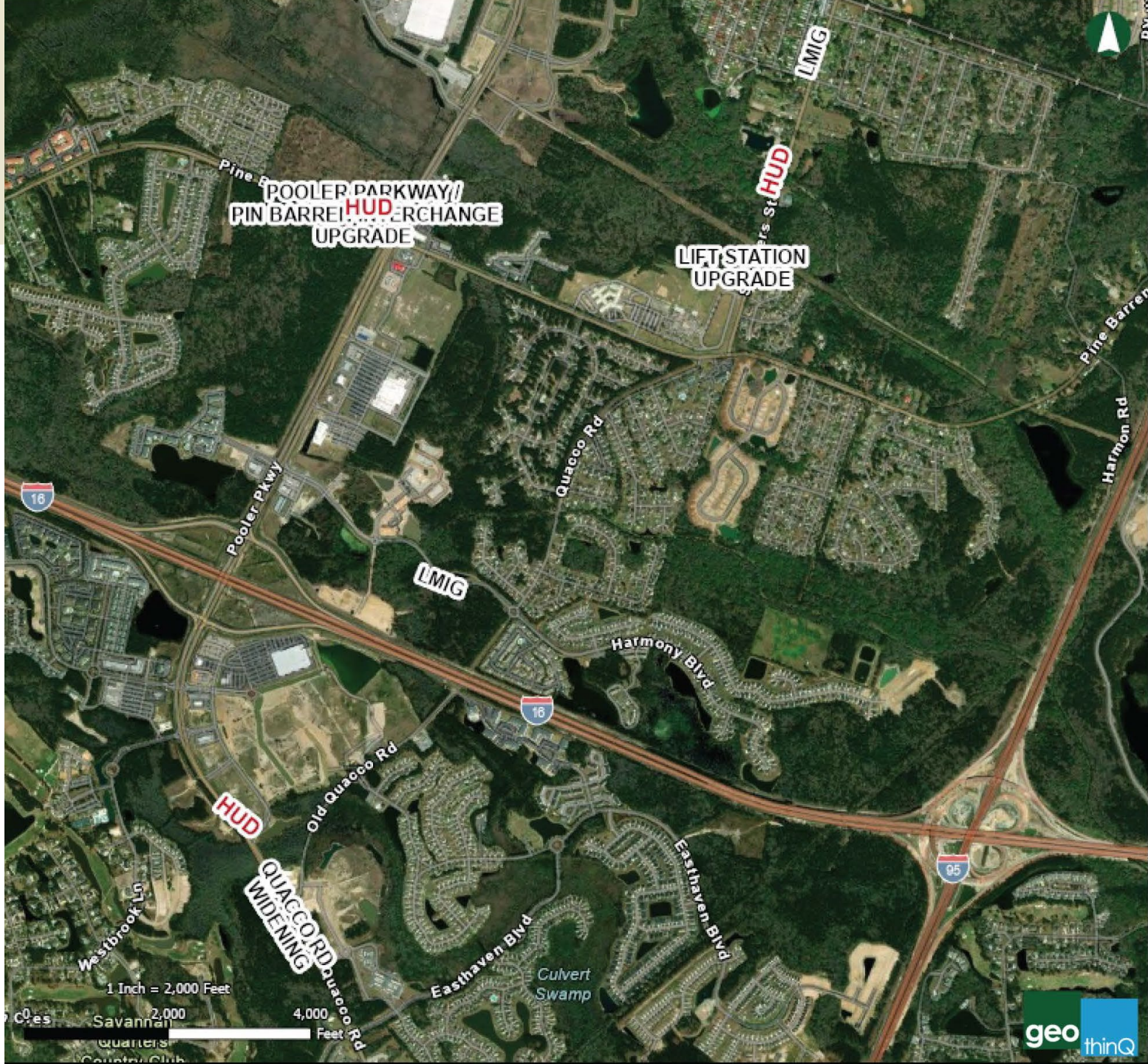
WWTP UPGRADE

HUD RECYCLING CENTER

WATER LINE REPLACEMENT

1 Inch = 2,200 Feet
0 2,200 4,400 Feet

geo thinQ





PUBLIC WORKS
Matt Saxon



FINANCE
Chris Lightle

2024 WINTER RETREAT
PRESENTATION

Financial Administration

Small Government Financial Administration

- ▶ Accounting and financial reporting
- ▶ Accounts payable
- ▶ Annual audit
- ▶ Asset management
- ▶ Budget
- ▶ Internal audit
- ▶ Payroll
- ▶ Purchasing
- ▶ Revenue administration
- ▶ Risk management
- ▶ Utility services



Small Government Financial Administration

- ▶ Accounting and financial reporting
- ▶ Accounts payable
- ▶ Annual audit
- ▶ Asset management
- ▶ **Budget**
- ▶ Internal audit
- ▶ Payroll
- ▶ **Purchasing**
- ▶ Revenue administration
- ▶ Risk management
- ▶ Utility services



Evolution to Mid-size Government Financial Administration

▶ Purchasing

- Procurement process
 - ✓ Working with department heads to identify needs
 - ✓ Obtaining necessary budget approvals
 - ✓ Preparing Request for Quotes (RFQ) or Proposals (RFP)
 - ✓ Record keeping
- Vendor management
 - ✓ Vendor authorization and setup
 - ✓ Contract negotiation
 - ✓ Performance monitoring
 - ✓ Compliance management

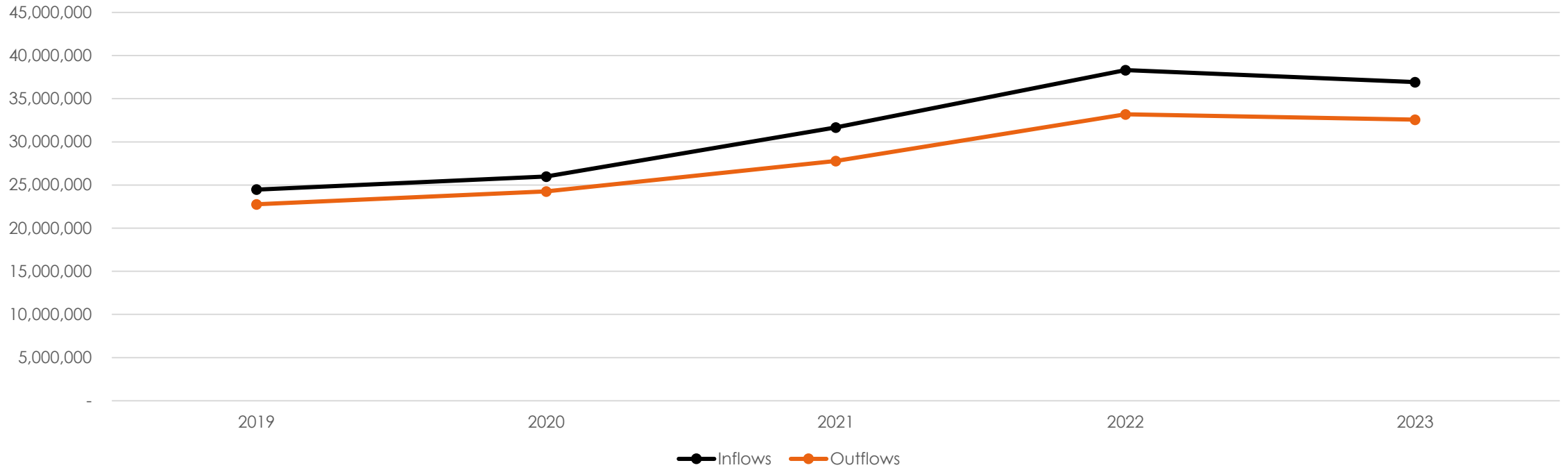
Evolution to Mid-size Government Financial Administration *(continued)*

▶ Budget Department

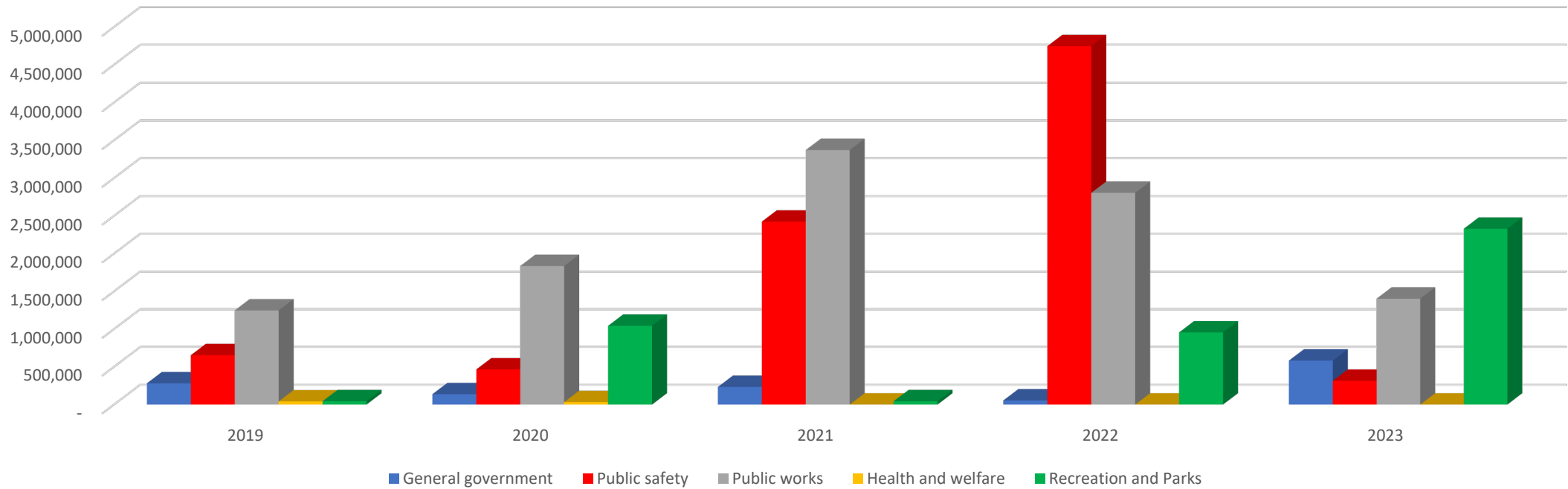
- Prepares the budget in a manner that provides the resources needed to support City Council's strategic priorities and the service delivery needs of the City's end users.
 - ✓ Allocates funds to various departments
 - ✓ Monitors expenditures
 - ✓ Prepares budget reports
 - ✓ Ensures compliance with financial and grant regulations
- Maintain a five-year capital plan encompassing regular maintenance and replacement of equipment, and the replacement and growth of the City's infrastructure.

Evolution to Mid-size Government Financial Administration *(continued)*

- ▶ Advantages of keeping the accounting and budget departments separate:
 - **Checks and Balances** – reduces the risk of financial mismanagement or fraud by ensuring different departments independently oversee the budgeting and accounting functions.
 - **Transparency** – promotes transparency in the financial process, as distinct departments can independently review and verify financial transactions and budgetary allocations.
 - **Accuracy and Accountability** – contributes to more accurate financial reporting and accountability. The budget department focuses on planning an allocation, while the accounting department concentrates on recording and reporting financial transactions.
 - **Specialization** – having dedicated teams for budgeting and accounting allows each department to specialize in its core functions, enhancing efficiency and expertise in their respective areas.



General Fund Inflows and Outflows Last Five Years



General Capital Expenditures by Function Last Five Years



RECREATION

Hugh Elton



Introduction

Department Organization

Parks

- Prepare and maintain parks and recreation facilities

Recreation

- Provide programming and activities for the community

Senior Center

- Provide activities and social opportunities for those 55+



Parks and Facilities

Pooler Park

900 South Rogers Street

Amenities

- Ballfields
- Picnic Areas
- Gymnasiums
- Playgrounds
- Outdoor Basketball Courts
- Batting Cages
- Parks & Recreation Offices

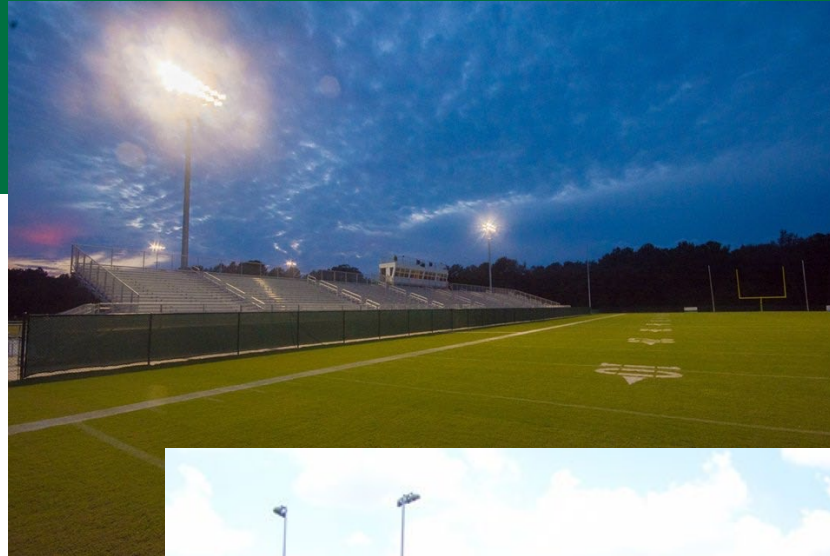


Pooler Recreation Complex

200 Preston Stokes Drive

Amenities

- Ballfields
- Picnic Areas
- Pooler Stadium
- Playgrounds
- Treadtown Playground
- Batting Cages
- Tennis Courts (March 2024)
- Pickleball Courts (March 2024)



Other Facilities

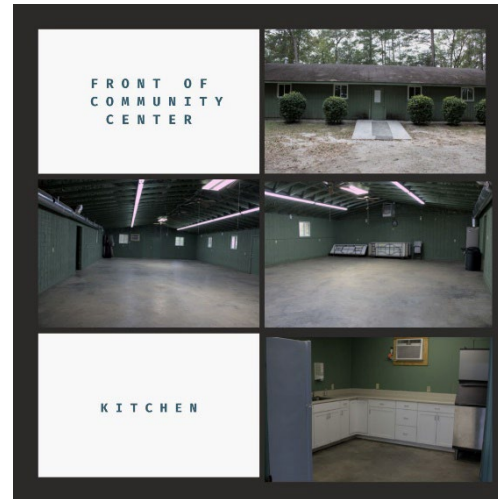
Gleason Park



Newton Cemetery



Memorial Park



Community Center

Joe Baker Park





Recreation Programs, Tournaments & Events

Programs, Events, Tournaments

Youth Sports

Basketball Tournaments

Adult Softball

Youth Classes & Camps

High School Football

Adult Basketball

Baseball Tournaments

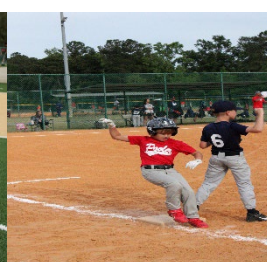
High School Soccer

Festivals

Softball Tournaments

Summer Leagues

Facility Rentals





Senior Center

Pooler Senior Citizen's Center

955 Plantation Drive

Amenities

- Library
- Exercise Room
- Computer Lab
- Arts and Crafts Area
- Billiards Room
- Kitchen



Senior Activities

- Exercise Classes
- Arts & Crafts
- Dailey Lunches
- Day Trips
- Bowling League
- Bible Study
- Monthly Birthday and Holiday Celebrations
- Red Hat Club
- Movies
- Seminars
- BINGO
- Transportation and more....





Projects

Projects

1. Tennis and Pickleball Courts
opening spring of 2024
2. Phase 2 completion of Recreation Complex – opening TBD
baseball/softball fields, playgrounds, fitness, picnic
3. Renovation of Pooler Park
soccer fields, playgrounds, outdoor basketball, picnic, fitness



PLANNING & DEVELOPMENT
Planning, Zoning,
Building, & Inspections

Nicole Dixon, Brian Crooks

OVERVIEW

- Zoning Background
- Purpose of Zoning
- Zoning Process

Planning & Zoning
Training

- Main Street Master Plan
- Plan Review Software
- Upcoming Projects
- Development Authority

City Planner Updates

- Text Amendments
- UDO Status
- Accomplishments
- Goals for 2024

Planning &
Development
Director Updates





Training

WHAT IS ZONING?

- Zoning is a law that regulates the what, where, and how property may be developed
- Zoning regulates various characteristics such as:
 - Uses allowed to occur on a site (**the what**)
 - Extent to which a site may be developed: (**the how**)
 - Layout and design of a site (**the how and the where**)

ZONING ORDINANCE

- The *zoning ordinance* or *zoning code* is enacted by local or state governments
- Zoning laws are comprised of two elements:
 - A legal description of zoning districts and development standards
 - A zoning map showing the zoning for every property
- Zoning districts, or simply *zones*, are typically broken up into broad categories such as residential, commercial, or industrial zones

STATE OF GEORGIA)
COUNTY OF CHATHAM)

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF POOLER, GEORGIA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

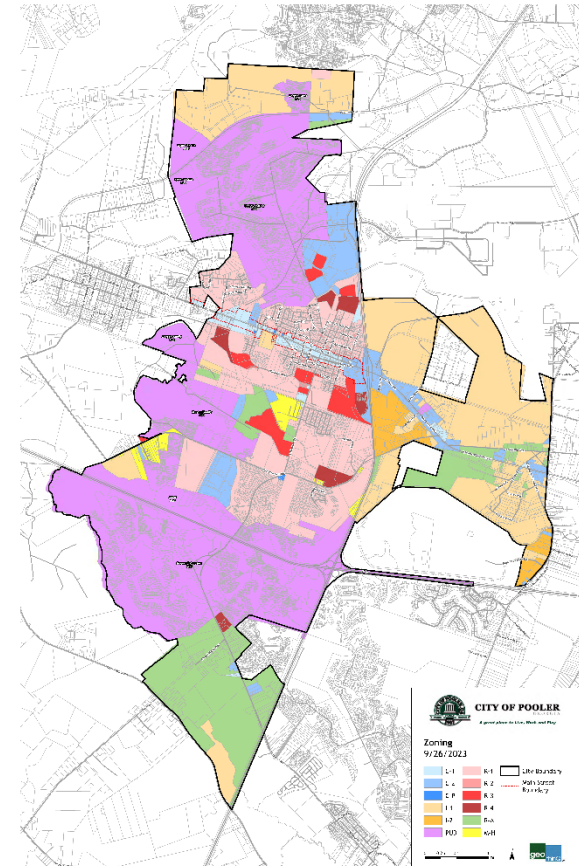
BE IT ORDAINED BY THE ALDERMANIC BOARD:

Section 1. The Code entitled "Code of Ordinances, City of Pooler, Georgia", published by Municipal Code Corporation, consisting of chapters 1 through 90, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before December 18, 2000, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine of not more than \$500.00 or imprisonment for not more than 30 days, or both. Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted



LEGAL BASIS

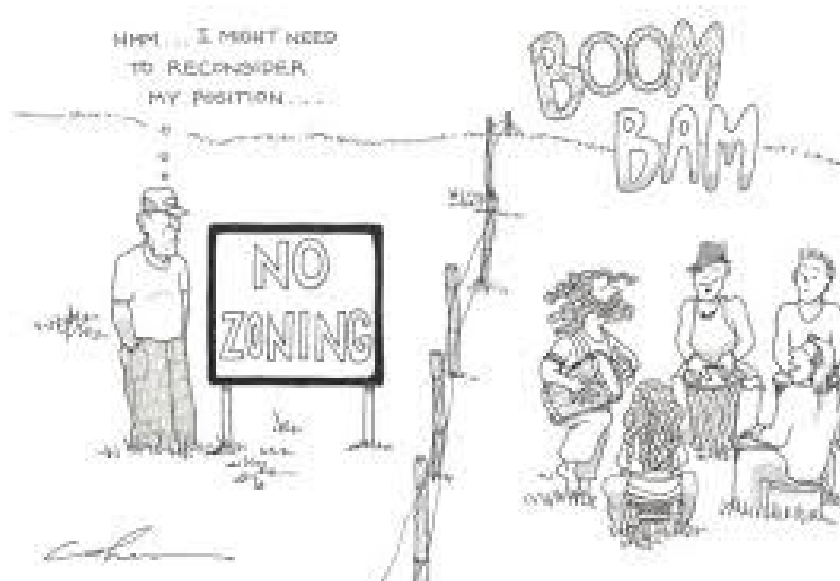
- Zoning is the exercise of the *police power*
 - The broad authority to enact laws related to the health, safety, morals, and general welfare
- The Georgia Constitution authorizes cities to exercise the power of zoning, but it allows the General Assembly to enact general laws establishing procedures for the exercise of that power
 - Georgia Constitution, Art. IX, Sec. II, Par. IV – authorizes zoning power
 - O.C.G.A. §36-6-1, et. seq. « Zoning Procedures Law » – establishes procedures for how local governments can enact or conduct zoning

CITY OF POOLER CODE

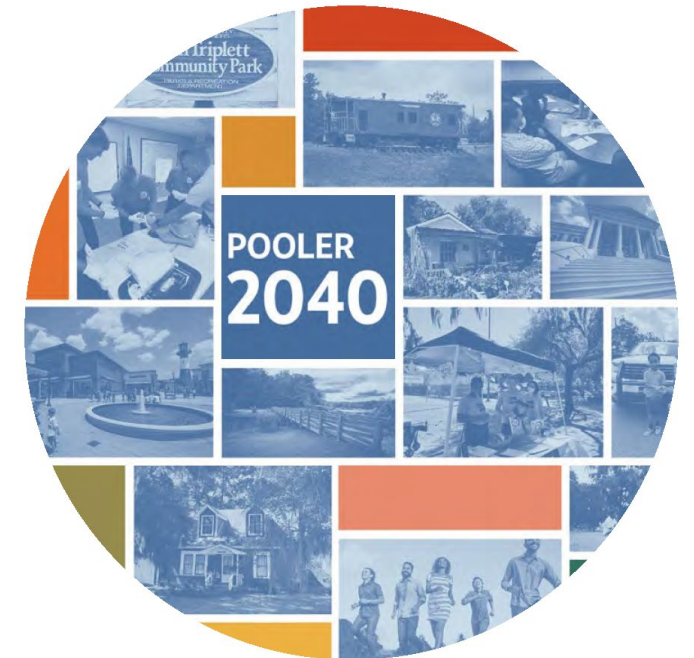
- Zoning in Pooler is set forth within Appendix A of City Code
 - Appendix A includes all provisions traditionally considered “zoning”
- Other “Development Regulations” linked with and under the purview of “zoning” are found throughout City Code in various Chapters
 - Appendix B – Subdivision regulations
 - Chapter 42 – Environmental regulations
 - Chapter 18, Art. II – Savannah International Airspace Zoning
 - Chapter 50 – Floodplain regulations
 - Chapter 74 – Engineering regulations, Outdoor Lighting
 - Various other chapters, articles, and sections dealing with zoning and development

WHY DO WE NEED ZONING?

- Ensure Compatible Development
- Balance Private Rights and Public Good
- Tool for Controlling Growth



COMPREHENSIVE PLAN 2040 CITY OF POOLER 2020 UPDATE

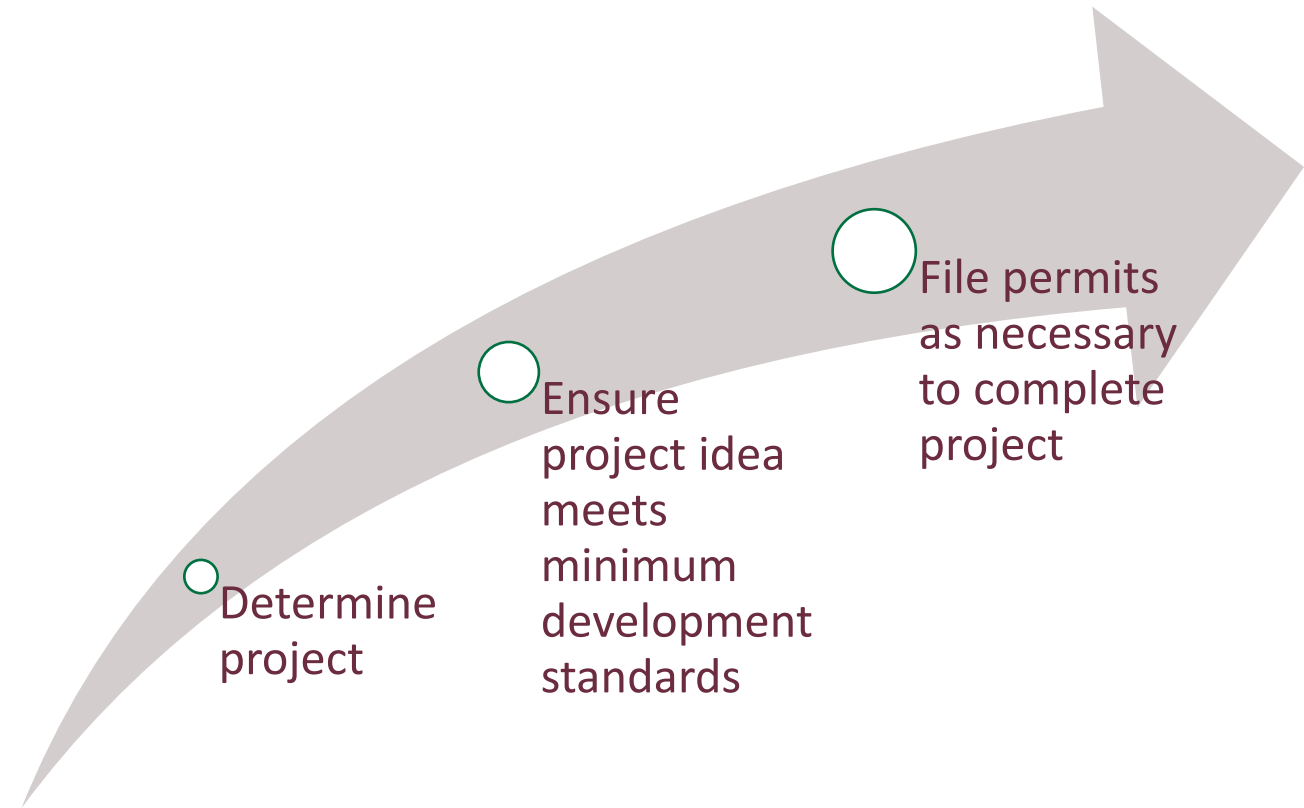


Adopted by Pooler City Council
October 18, 2021

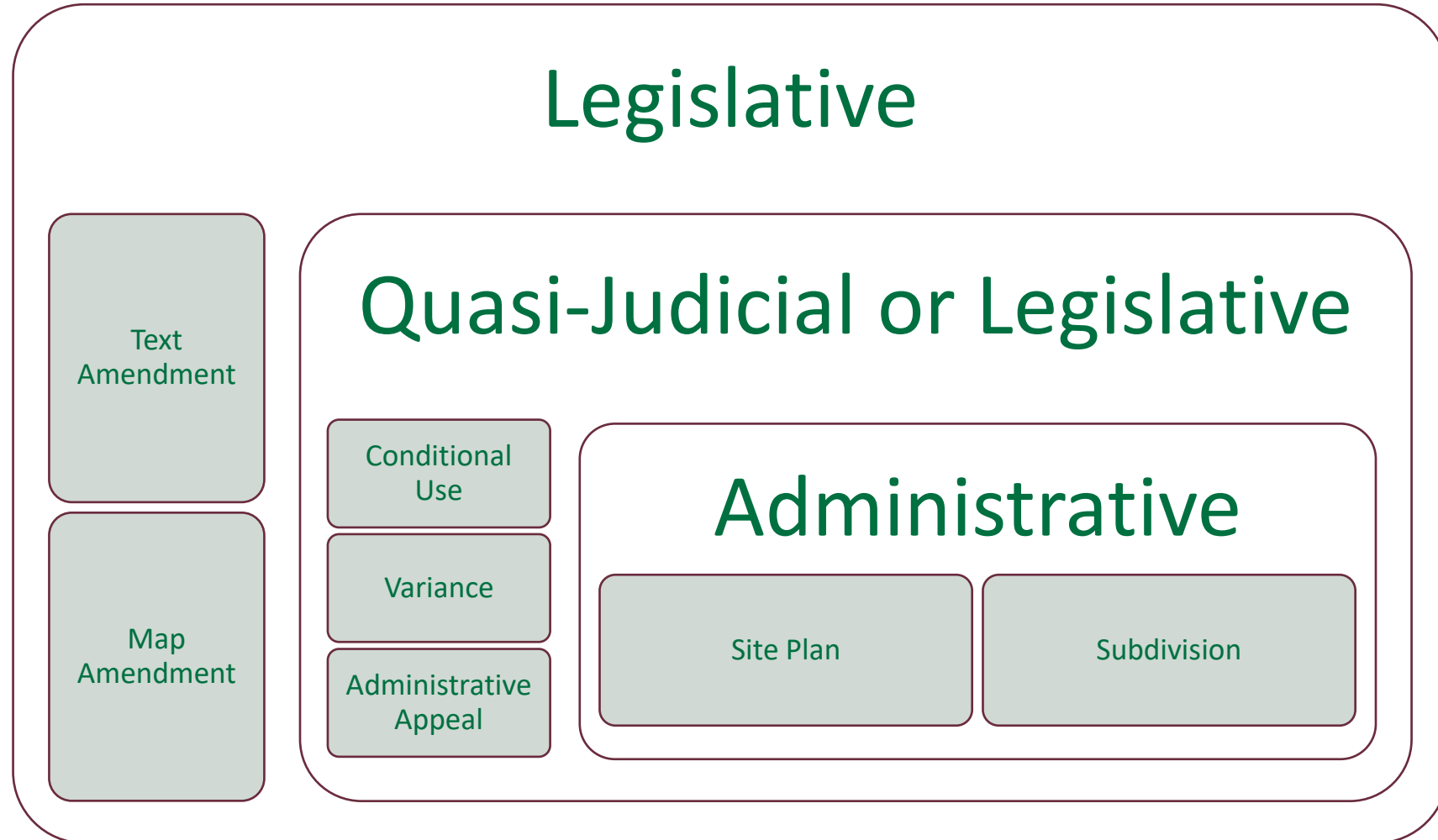


KNOWING THE RULES

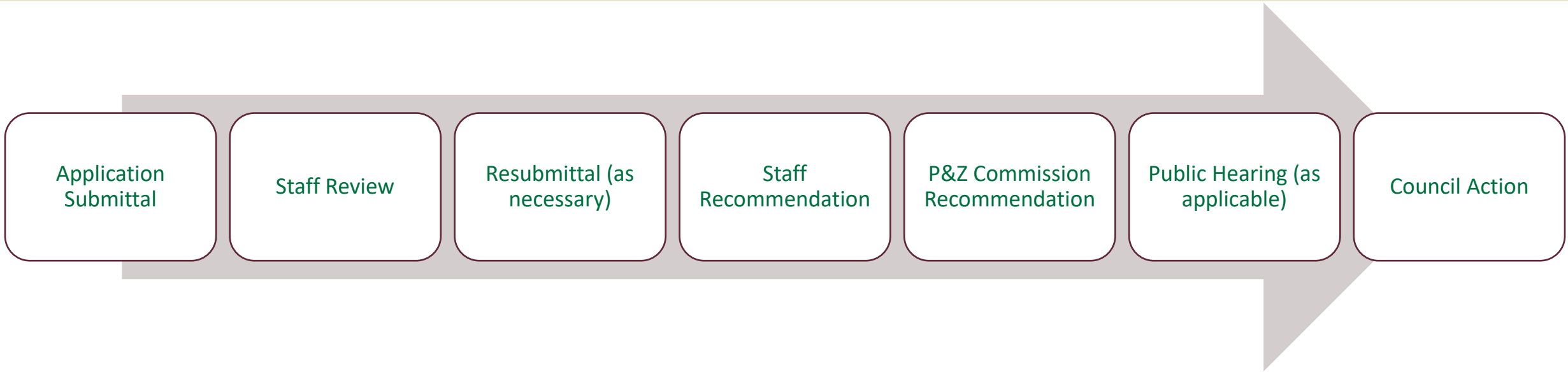
- Every parcel of land is included within a zoning district/zone.
- Each zone has specific standards and uses.
- When a property owner is ready to do something on their land, they need zoning authorization to do so.



ZONING APPROVALS



DEVELOPMENT PROCESS



Zoning Actions

(Text Amendment, Map Amendment, Variance, Conditional Use)

- Each request must be reviewed and evaluated on its own merits
- Review criteria to be considered for each application type
- Staff will address the criteria in a report
- May have conditions tied to the approval

Site Plans

- Process from submittal to approval is typically 3-6 months
- Review criteria equates to the zoning and development regulations
- All criteria must be met before going to Council
- Council is ultimate approval

Subdivisions

- Timeframe and approval body varies
- Major subdivisions need Council approval
- Follows same process as Site Plan
- Bonds (or other surety) is required as part of development



City Planner Updates

MAIN STREET MASTER PLAN

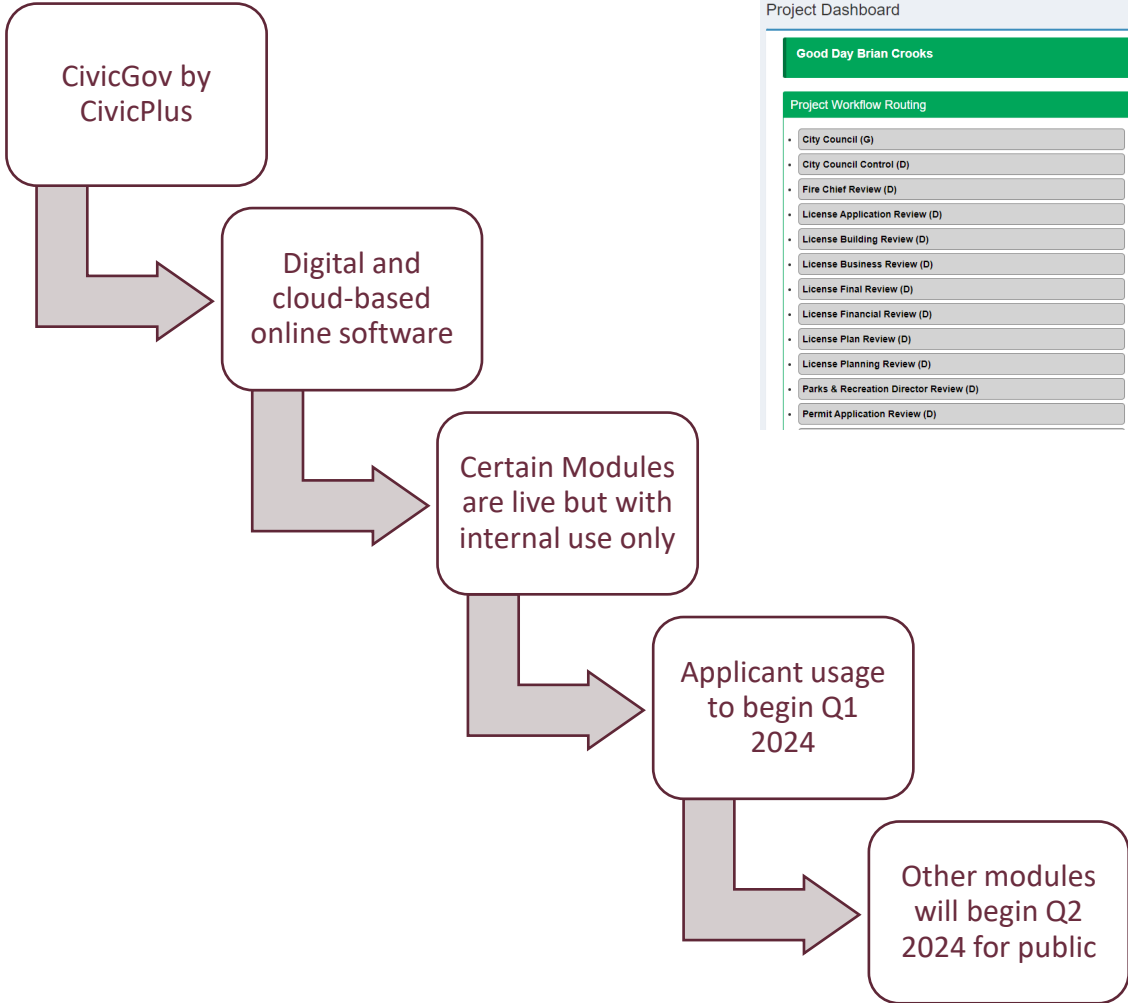
Approved by Council at
the December 18, 2023
Meeting

Master Plan is available
to the public for viewing
on the City's Website
under the "Planning &
Development" tab

Begin implementation
of Master Plan in 2024



PLAN REVIEW SOFTWARE



Project Dashboard

Good Day Brian Crooks

Project Workflow Routing

- City Council (G)
- City Council Control (D)
- Fire Chief Review (D)
- License Application Review (D)
- License Building Review (D)
- License Business Review (D)
- License Final Review (D)
- License Financial Review (D)
- License Plan Review (D)
- License Planning Review (D)
- Parks & Recreation Director Review (D)
- Permit Application Review (D)

0 Applications Received Online

0 Pending Project Application


0 Projects Expiring In 30 Days

0 Past Due Inspections

0 Projects With Expired Expected Completion Date

0 Pending Inspection Requests

Citizen Portal Login Register



Welcome to the City of Pooler GA Public Access Portal

Our online services portal provides 24/7 self-serve access in a safe and contactless environment. Property owners, residents, businesses and contractors can engage and collaborate with officials to submit applications, file complaints, request construction inspections, and pay invoices.

A user account is required to access the services. If you are not registered, please click the Register button below.

The following services are available:

Apply for a Building Permits

Complete a Planning and Zoning Application

Request Permit Inspections

Log In Register

UPCOMING PROJECTS



RECOMMENDED HISTORIC SURVEY AREA

The 1993 survey area bounded by Collins Street, Chestnut Street, Holly (Traver) Street, and Read Street, as well as the expanded boundaries identified in the 2016–2036 Comprehensive Plan should be utilized to create updated boundaries for an area in which new and renewed historic resources survey efforts should take place. The following map is a recommendation for the boundaries for a historic resources survey area based on the previous 1992/1993 survey.



Historic Resources Survey

Corridor Design and Form Study

Main Street Master Plan Implementation

Additional Projects as Funding Allows

DEVELOPMENT AUTHORITY





Planning & Development Director Updates

Ordinances

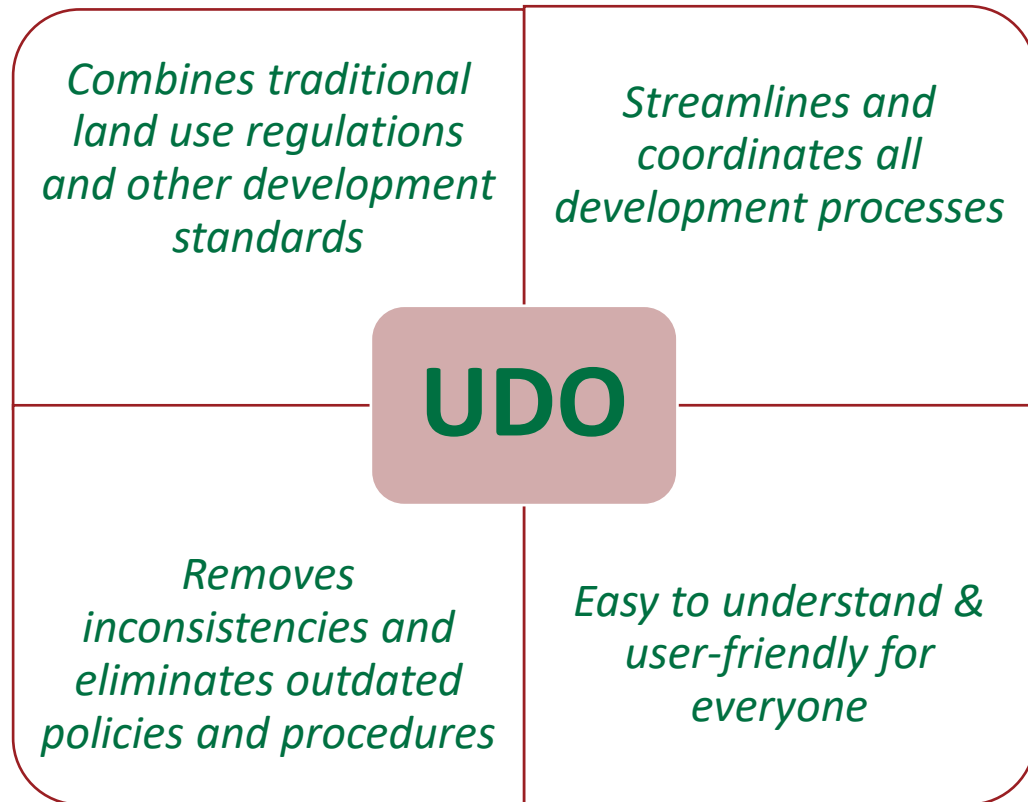
2023
Ordinances
Adopted Since
Summer Retreat

6.A - CHAPTER 50 – FLOODS,
ARTICLE II – FLOOD DAMAGE
PREVENTION TO ENSURE
COMPLIANCE WITH THE STATE
MODEL FLOOD ORDINANCE AND
MINIMUM NATIONAL FLOOD
INSURANCE PROGRAM
STANDARDS

6.B - CHAPTER 66 – SIGN
REGULATIONS, SECTION 4 –
REQUIREMENTS THAT APPLY TO
ALL SIGNS IN GENERAL AND
SECTION 10 – SIGN PERMITS;
REQUIREMENTS AND
PROCEDURES TO AMEND SIGN
PERMITTING REQUIREMENTS

9.A - CHAPTER 82 – TRAFFIC AND
VEHICLES, ARTICLE II. STOPPING,
STANDING AND PARKING,
SECTION 82-40.4- SAME-
MOTORIZED CART REGISTRATION
TO PROVIDE PROVISIONS RELATED
TO OUTDOOR STORAGE AND
DISPLAY OF CARTS

Unified Development Ordinance



UDO Status:

- Originally intended to adopt in two separate phases (Framework and Components)
- One combined document currently being drafted
- Draft anticipated for review in Spring 2024

2023 Fall Accomplishments

Updated Zoning Map

Updated Flood Map

Filled Planning &
Zoning Commission
vacancies

Equipped inspectors
with I-pads for better
efficiency in field

Evaluated workloads
and job duties that
helped identify
additional staffing
needs

Established training
program for P & Z
Commissioners

Goals for 1st Half of 2024

- Establish a PPI Committee and identify other ways to improve CRS rating with the National Flood Insurance Program
- Provide a Project Tracker on the website
- Rename a portion of Quacco Road (from the Old Quacco Rd intersection to Canal Bank Road) to Pooler Parkway
- Hire a new Building & Zoning Clerk for the front counter to allow for reclassification of a position to fulfill staffing needs
- Planned Code Amendments - allow minor site plans for non-structural improvements be approved by Staff; add utility location requirements; and provide for multi-use developments
- Work with telecommunications consultant (CityScape) to update the City Code pertaining to Wireless Facility regulations to be compliant with Code of Federal Regulations
- Continue to explore ways to improve our processes
- Continue to implement goals and strategies of the Pooler 2040 Comp Plan

Planning, Zoning & Inspections Department

NICOLE DIXON, AICP,
CFM
**Director of Planning &
Development**

BRIAN CROOKS, AICP,
CFM
City Planner

SCOTT MACPHERSON
Inspections Superintendent

KIM DYER, CFM
Zoning Administrator

FRANK GARZA
Building & Fire Inspector

SHANNON KIRBY
Building & Zoning Specialist



Questions?

Lunch





POLICE
Ashley Brown



Annual Statistics Review

JANUARY 1-DECEMBER 31, 2023

Chief A. Brown

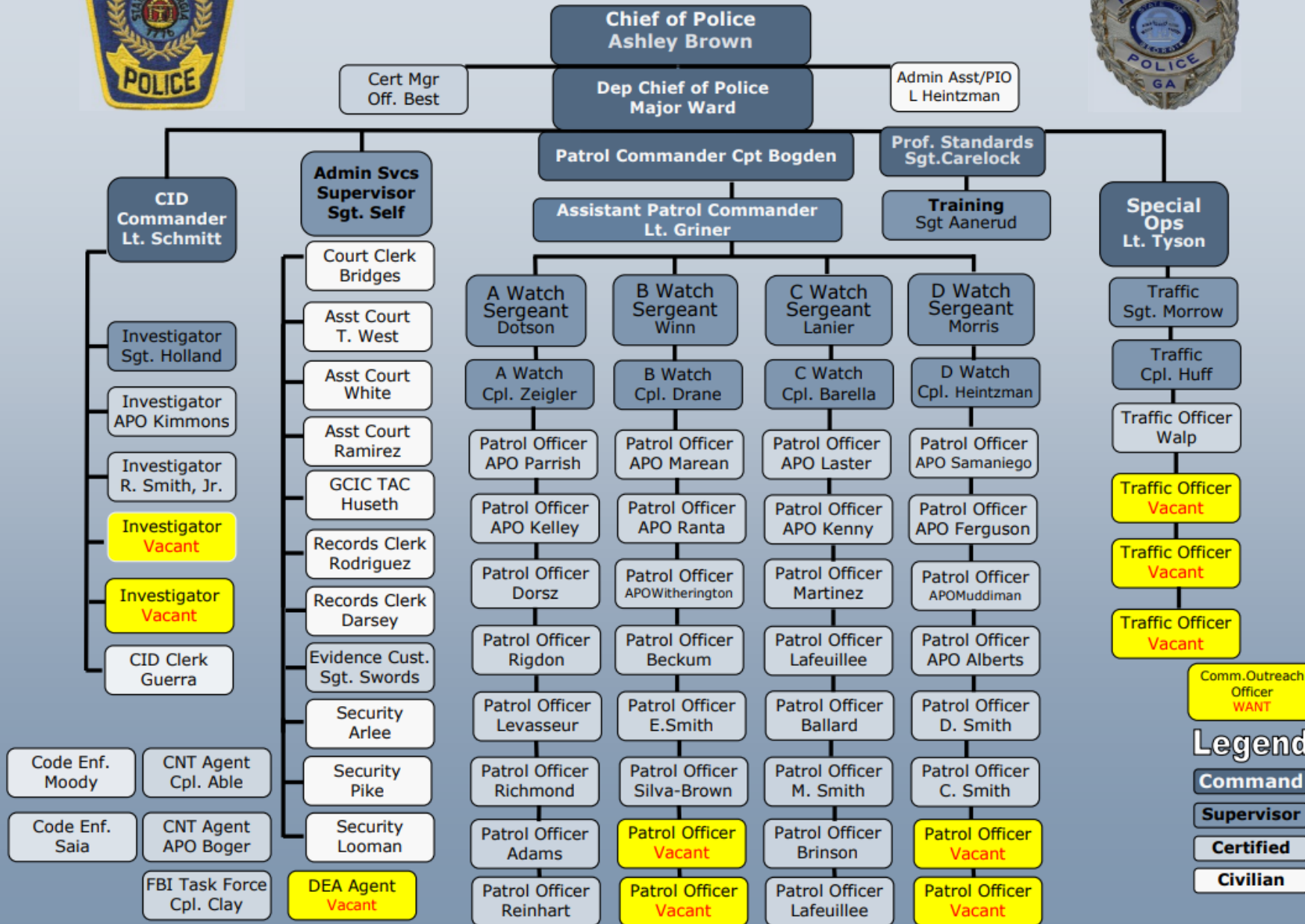
100 U.S. Highway 80

Pooler, GA 31322

912-748-7333



POOLER POLICE DEPARTMENT 2024 Organizational Chart



Legend

- Command**
- Supervisor**
- Certified**
- Civilian**

Part 1 Crimes 2017 - 2023



2018-2022 Part 1 Statistics Breakdown

Incident Type	2018 Total	2019 Total	2020 Total	2021 Total	2022 Total	2023 Total	YTD% Change
Homicide	0	3	1	0	0	0	0%
Rape	5	7	2	7	4	4	0%
Robbery	11	6	6	4	10	4	-60%
Aggravated Assault	10	23	29	34	43	28	-35%
Burglary	56	46	37	66	54	63	16.67%
Larceny Auto	169	102	66	91	58	74	27%
Larceny Other	484	496	390	552	584	561	-3.94%
Vehicle Theft	74	46	28	38	35	23	-34.29%
Arson	2	2	1	4	0	2	200%
Total	811	731	560	796	788	759	-3.55%

Entries noted in RED denote a decrease in comparison to the previous year

INVESTIGATIONS

PART I CRIMES

723 cases were assigned for investigation.

Out of that **723** cases, 141 **arrests** were made for the year involving Part I crimes that were investigated.



<i>Investigative Assignment</i>	<i>Case Load</i>	<i>Closed</i> <i>(Arrest, Exceptional, Unfounded, Inactive)</i>
Lieutenant J. Schmitt	210	219
Sergeant T. Holland	133	132
Detective E. Dixon	130	141
Detective T. Kimmons	129	137
Detective N. Heintzman	41	72
Detective R. Smith	80	49
Totals	723	750

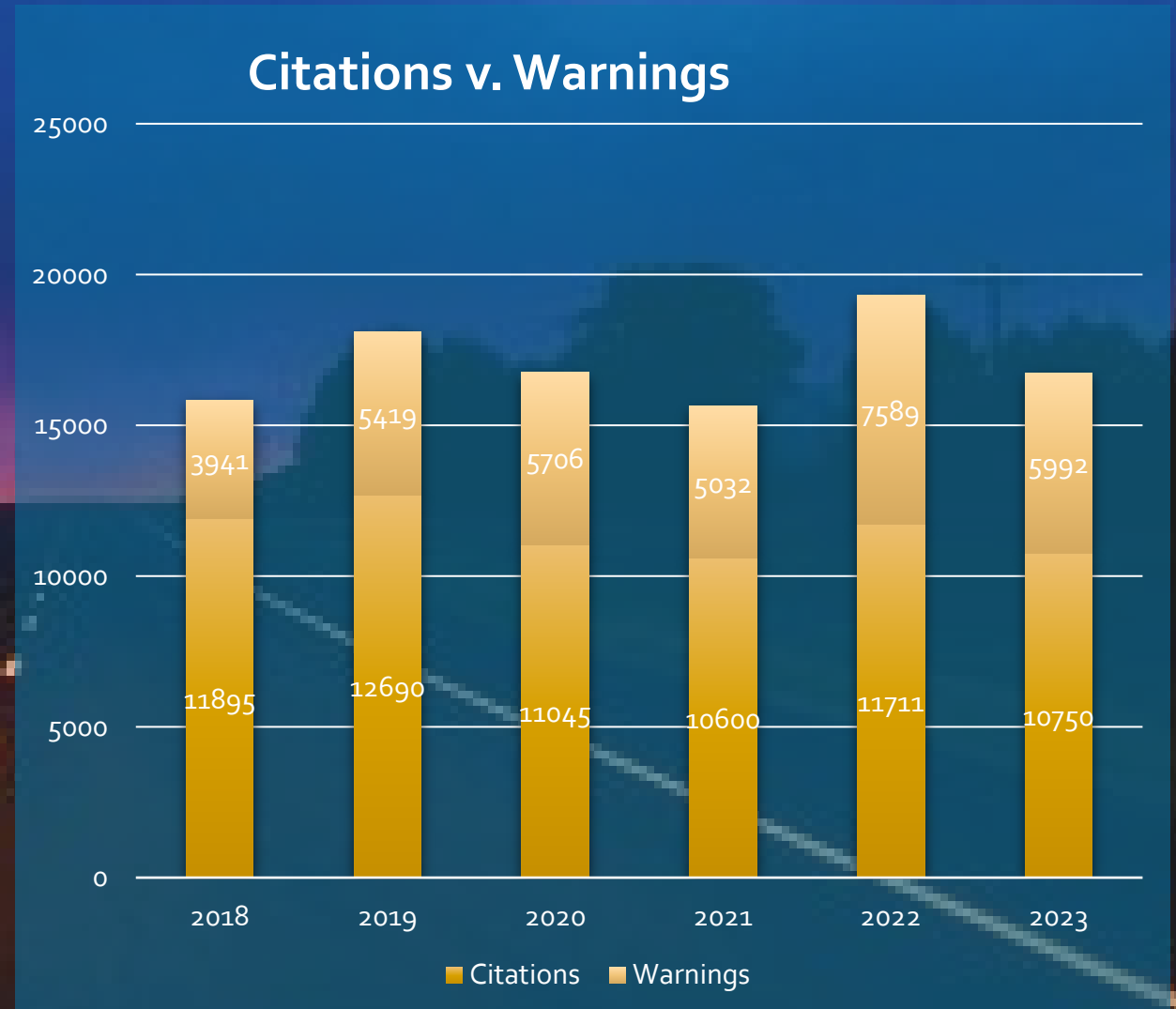
Closed case totals that display a higher number than the case load carried are the result of an average of 10-15 cases being carried into the new year per investigator.

Traffic Citation Breakdown

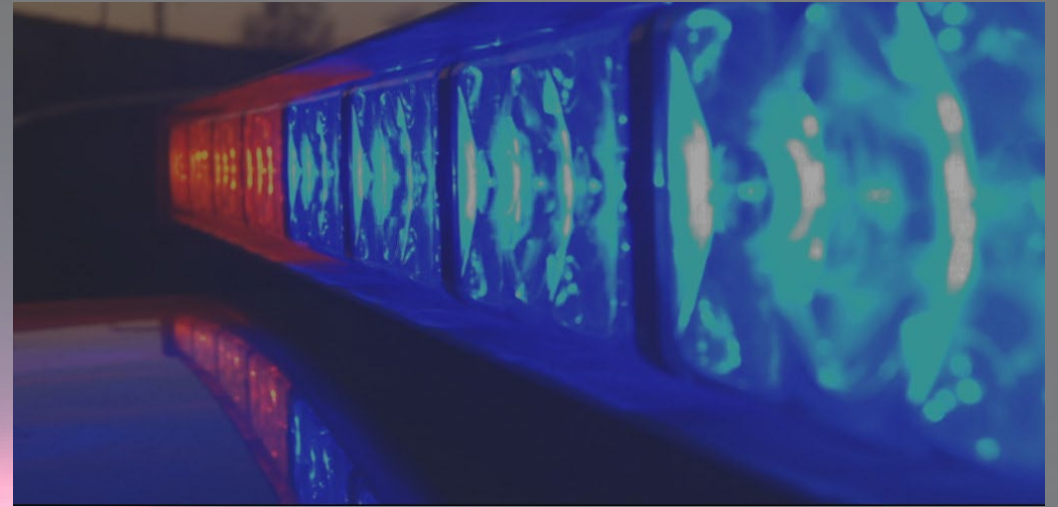
DUI's	
2018	160
2019	239
2020	237
2021	275
2022	308
2023	291

Top 10 Citations:

- Speeding
- Speeding in Construction Zone
- Expired Tag
- Following Too Closely
- Suspension of Vehicle Registration
- Improper U-turn
- Unlawful Use of Wireless Device
- Failure to Change Address on License
- Failure to Maintain Lane
- Possession of Marijuana

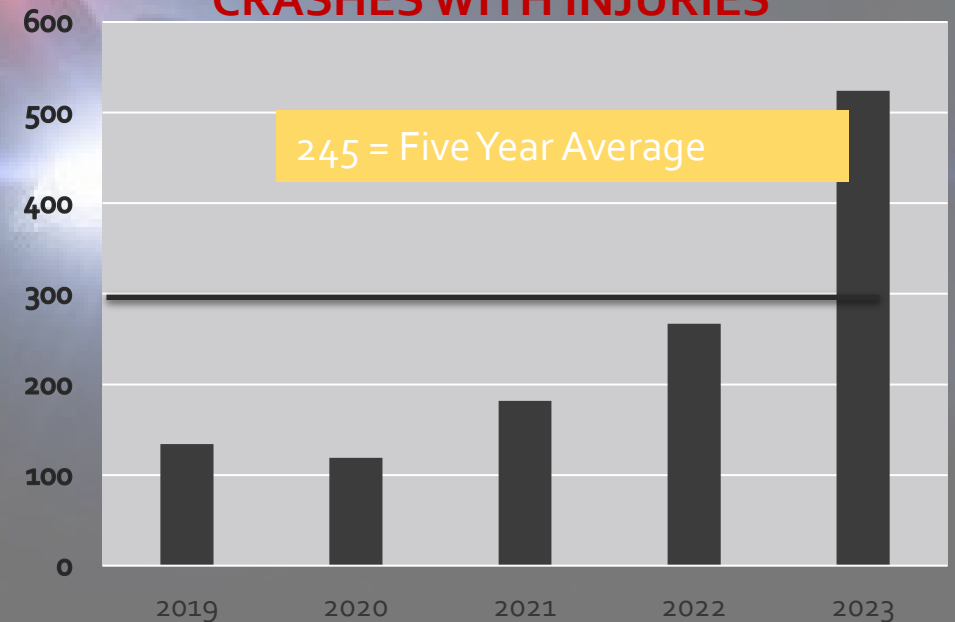


TRAFFIC STATISTICS BREAKDOWN



<u>2019</u>	<u>% change</u>	<u>Total</u>
Uniform Motor Vehicle Crashes	1393	1%
Uniform Motor Vehicle Crashes w/injuries	134	-19%
Total crashes including private property	1892	2%
Fatalities	6	
<u>2020</u>	<u>% change</u>	<u>Total</u>
Uniform Motor Vehicle Crashes	1361	-2%
Uniform Motor Vehicle Crashes w/injuries	119	-13%
Total crashes including private property	1876	-.9%
Fatalities	3	
<u>2021</u>	<u>% change</u>	<u>Total</u>
Uniform Motor Vehicle Crashes	1843	35%
Uniform Motor Vehicle Crashes w/injuries	182	53%
Total crashes including private property	2456	30%
Fatalities	3	
<u>2022</u>	<u>% change</u>	<u>Total</u>
Uniform Motor Vehicle Crashes	1747	-5%
Uniform Motor Vehicle Crashes w/injuries	267	47%
Total crashes including private property	2295	-7%
Fatalities	2	
<u>2023</u>	<u>% change</u>	<u>Total</u>
Uniform Motor Vehicle Crashes	1882	8%
Uniform Motor Vehicle Crashes w/injuries	524	96%
Total crashes including private property	2426	6%
Fatalities	4	

CRASHES WITH INJURIES



REVENUE/INCOME

Month	2017	2018	2019	2020	2021	2022	2023
January	81,375.65	87,270.92	69,568.50	70,975.07	83,660.33	35,616.87	78,052.16
February	81,874.38	82,824.63	84,470.26	69,052.69	36,439.98	67,423.06	79,576.73
March	83,200.756	75,645.43	82,054.27	53,406.19	109,500.29	74,814.84	70,717.74
April	66,904.26	74,469.91	92,449.82	25,107.34	97,098.51	56,775.77	72,224.03
May	84,390.61	66,270.68	80,102.13	4,471.34**	68,441.00	71,630.98	62,282.69
June	93,956.43	55,202.80	95,455.33	53,195.74	86,167.42	34,719.32	55,959.45
July	74,593.12	57,802.95	71,974.05	63,964.72	75,237.51	69,204.35	46,057.91
August	66,038.84	67,472.72	75,494.29	71,875.63	65,379.63	66,421.87	65,037.75
September	51,339.53	61,837.12	58,623.21	82,898.14	66,297.58	83,334.32	60,269.57
October	59,778.86	72,238.85	88,551.03	100,485.68	55,653.30	57,959.37	73,355.91
November	52,292.15	62,275.77	69,299.74	97,879.66	72,494.45	68,722.37	38,357.50
December	62,062.09	80,248.59	51,597.51	76,589.42	54,666.79	48,660.19	57,876.35
Total	857,806.68	843,560.37	919,640.14	769,901.62	871,036.79	735,283.31	759,767.79

City Council Building Inspections Report

Total Permits for 2023:

New Single-Family Residence: 294

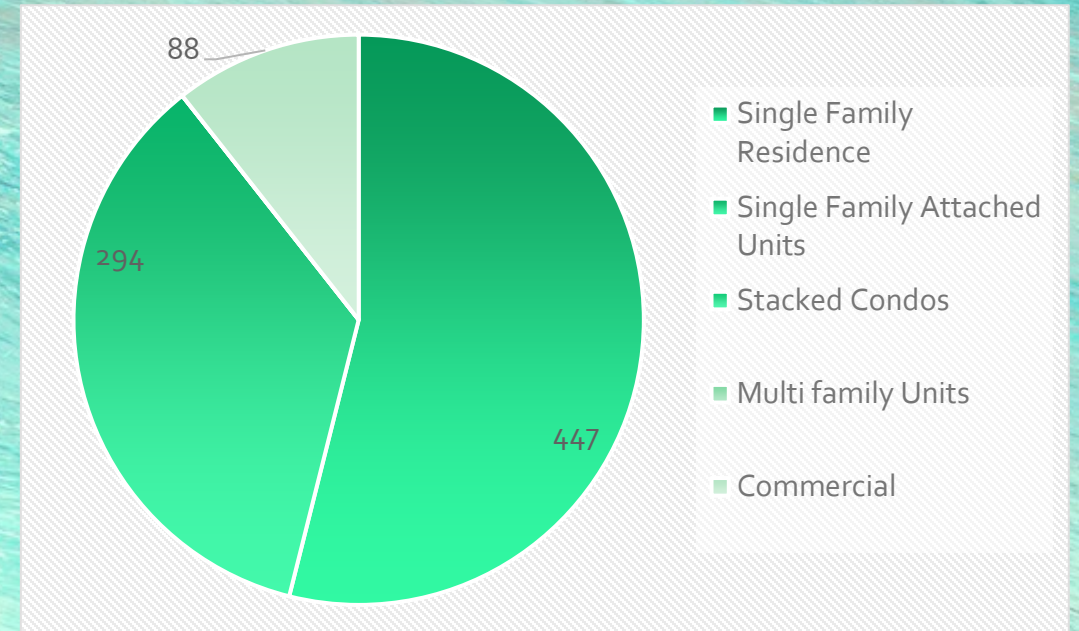
New Single Family Attached Units: 447

New Stacked Condos: 0

New Multi Family Units: 0

Commercial: 88

26 National Average people per household



2023 New Business Permits: 88

New Residential Unit Permits: 741

	Res. - Single Family	Res. - Single Family Attached	Res. - Multi Family	Commercial	Condos/Stacked Houses
YEAR	# of Units Permitted	# of Units Permitted	# of Units Permitted	# of Units Permitted	# of Units Permitted
2002	245		160	19	
2003	341		80	31	
2004	302	15	72	54	
2005	353	55	326	71	
2006	457	172	112	87	8
2007	449	165	324	107	28
2008	187	94	13	53	4
2009	171	20	16	36	
2010	151	21	2	50	
2011	154	18	48	100	
2012	236	23	564	153	24
2013	172	85	64	189	32
2014	158	102		207	24
2015	162	93		343	
2016	157	38		70	16
2017	131	62	304	78	
2018	209	41	596	74	
2019	202	29		89	
2020	155	8	391	77	
2021	310	88	316	79	
2022	333	113		122	
2023	294	447		88	



***Pooler Police
Department
Significant Moments
2023***



FIRE-RESCUE SERVICES

Wade Simmons, Ian Schulte

POOLER FIRE-RESCUE



**2023 YEAR in REVIEW
2024 PRIORITIES**

FIRE DEPARTMENT AT A GLANCE

6 Staffed Companies & a Shift Commander

mobilized out of 5 fire stations

4 Fire Engines

2 Aerial Ladder Trucks

***23 per shift Fully Staffed**

***19 Minimum Staffing**

- (The following have No daily staffing but are used when necessary by personnel)
- Engine 65 (Truck 65 crew cross staffs this depending on call type)
- 1 Rescue Squad (Truck 61 crew cross staffs this depending on call type)

- 1 3,000 gallon Water Tanker Truck
- 1 Georgia Search and Rescue Truck,
- 1 Brush Fire Truck & Polaris
- 2 Reserve Engines
- 1 Reserve 100' Aerial Tower
- 1 Rescue Boat

FIRE ENGINE



LADDER TRUCK



FIRE STATION 5
OPENED NOVEMBER 7TH, 2022



- **Response Times cut in half !**
- Responded to **875** calls in 2023.
- New Ladder Truck placed in service July 17th, 2023.

CALL VOLUME 2022 VS.2023

- Overall - **4.2% (238 calls)**, decrease in call volume for 2023.
- EMS responses decreased by **260**.
(Change in responses, slightly lower after 20% increase 22 to 23)
- **5,351** total calls for 2023

2024 & BEYOND PRIORITIES

1. Continued City Growth
2. Employee Retention & Recruitment
(12 vacant out of 69)
3. Training Facility
4. County Fire Service Delivery
5. EMS Capability/Response Issues
6. Strategic Plan development

CITY GROWTH

	Census 21/22 Estimates	Under Development	New Estimate 2025/26
Population*	28,766	11,517	40,283
Housing Units*	10,177	4,644	14,821
Persons per* Household	2.48	2.48	2.48
<i>* US Census Estimates 7/2021 & 2022</i>			

EMPLOYEE RETENTION & RECRUITMENT

ISSUES/CONCERNS

- Maintain a Competitive Salary/Benefits Structure
 - *Outside Salary Study?*
- Lack of Applicants (National Trend)
- 12 Current Vacancies
- Class starting in February (NO Experience)

TRAINING CENTER

In depth proposal presented by

Assistant Chief of Training Ian Schulte

COUNTY FIRE SERVICE DELIVERY

- Chatham County is taking over Fire Services from the private “Chatham Emergency Services”
- Group of Fire Chiefs assisting with transition/information
- “Discussion of Fire Service Delivery in Chatham County, specifically what areas of Chatham County currently serviced by CES would it make sense for another municipality to provide Fire Service.”
- “Mr. Kaigler, the County Manager specifically addressed any rumors that Chatham County wanted to provide Fire Service to all of the County including the municipalities. This simply is not true, in fact we want to explore shrinking our footprint!”

EMS CAPABILITIES & RESPONSE ISSUES

- Continuing to increase our capabilities to provide more advanced level of care
- EMS response is very poor - Over 1/3 of calls in 2022 were over 20 minutes.
- Work with the County & Other Fire Departments for the next EMS Contract bid (2025)

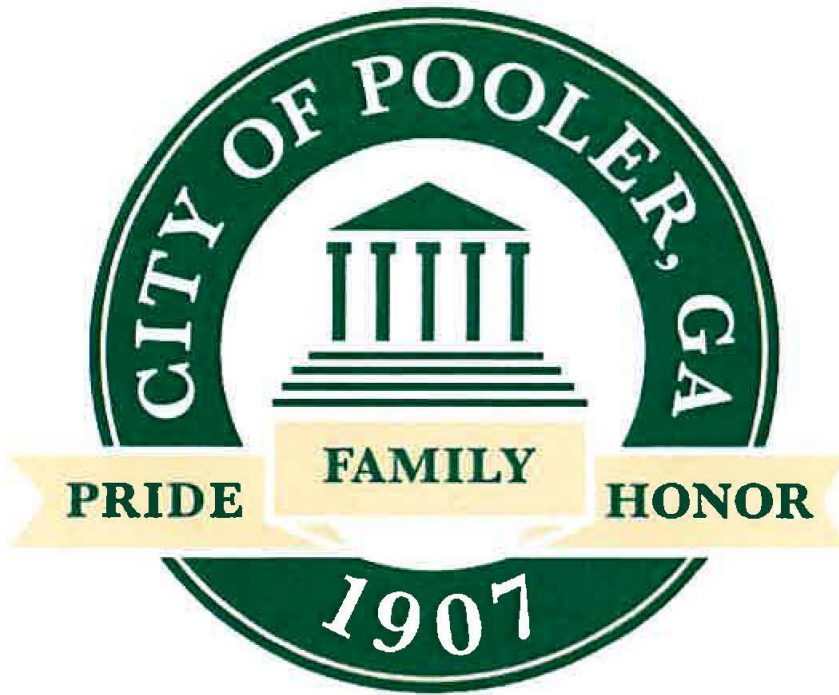
STRATEGIC PLAN

CLEAR VISION, CLEAR EXPECTATIONS, CONTINUOUS FEEDBACK, AND MULTIPLE PERSPECTIVES

- Our emergency scenes are a unique ecosystem of communication, teamwork, adaptability, ingenuity, prioritized task execution, and selfless service.
- **We have not been very good communicating those and our plans for our daily operations of the department.**
- How will we address changing community dynamics, replace essential equipment and meet growth objectives. Helps us envision where the organization needs to go to support the changes in your community

QUESTIONS ?





POOLER
PUBLIC SAFETY TRAINING CENTER
2024 PROPOSAL

PROJECT OVERVIEW

Pooler Fire-Rescue is an all-hazards emergency response organization that covers all of the incorporated areas of the City of Pooler and contracted areas within unincorporated Chatham County. Through rigorous training using state and national standards coupled with industry best practice, Pooler Fire-Rescue is one of the premier fire service agencies in the Greater-Savannah region. However, with the evolution of the community a reduction of acquired structures, and increase in service demands has led to a decrease in quality training. This reduction of quality reduces our capabilities to ensure that our professionals are prepared for every emergency. This proposal is the culmination of hours of research to maximize our potential.

TRAINING CHIEF



IAN P. SCHULTE, MS, CTO, FO

Assistant Chief of Training responsible for the development of firefighters, the department training system, and the proposal in collaboration with PD and Chief Simmons





HOW FIREFIGHTERS ARE TRAINED



FIREFIGHTER TRAINING

BASIC FIRE TRAINING

Basic Firefighter Training consists of a minimum of 720 hours (830 currently) of training including national certification testing for: Firefighter 1, Firefighter 2, EMT, Hazardous Materials Awareness, Hazardous Materials Operations. The program culminates with a minimum of 4 weeks of organizational standards based on industry best practice.

DRIVER TRAINING

After completing basic training and demonstrating responsibility, drivers start learning on fire engines and move to aerial apparatus. The cumulative training total for drivers is over 200 hours of classroom instruction, road and cone courses, certification testing, special drivers licensure testing (Class F/E), and multiple task books.



FIREFIGHTER TRAINING

RESCUE TRAINING

Pooler Fire-Rescue participates in Georgia Search and Rescue (GSAR) Taskforce 5. This team is capable of handling rope rescue, water rescue, trench rescue, advanced vehicle rescue, machinery rescue, structural collapse rescue, confined space rescue, and hazardous materials. A fully certified member undergoes 440 hours of training.

OFFICER TRAINING

Inevitably some experienced firefighters work to advance into leadership. Acting Officers undergo 155 hours of training. Lieutenants undergo 181 hours of training above acting officers. Captains undergo 238 hours of training above Lieutenants. Battalion Chiefs undergo 200 hours above Captains. The total volume of officer training is 774 hours.



TOTAL CERTIFICATION HOURS

2,244 HOURS

This number of hours is the equivalent to 93.5 days total spent in the classroom, the drill yard, or on the street learning the skills essential for managing public safety emergencies.



TOTAL CONTINUING EDUCATION HOURS

232 HOURS

This number of hours that PFR employees must train in order to maintain their medical licenses, state firefighter certification, and maintain ISO compliance. Without a facility, this is impossible.

ISO FACILITY REQUIREMENTS

The Insurance Services Organization (ISO) who grades fire protection for communities, requires that every firefighter complete 18 hours of “facility” training annually. A training facility is defined as a minimum of 3-story tower on a minimum of 2 acres of property with a burn room, smoke room, or burn prop.



HOW POLICE OFFICERS ARE TRAINED



POLICE TRAINING

BASIC POLICE TRAINING

The program is takes 11 weeks to complete and consists of 408 hours of rigorous training that includes classroom-based lecture and practical skills building sessions. As mandated by state law, all police officers in Georgia must complete this training in order to earn certification through the Georgia Peace Officer Standards and Training Council (POST).

INTERMEDIATE CERTIFICATION

Police Officers seeking the intermediate certification must serve a minimum of 2 years as a certified officer, possess a minimum of 10 quarter hours or 6 semester hours of post-secondary education from an accredited institution of higher learning. Additionally they must complete between 134-384 hours of training courses to obtain this certification.



POLICE TRAINING

ADVANCED CERTIFICATION

Police Officers seeking the advanced certification must serve a minimum of 4 years as a certified officer, possess a minimum of 20 quarter hours or 12 semester hours of post-secondary education from an accredited institution of higher learning. Additionally they must complete between 138-244 hours of training courses to obtain this certification.

SUPERVISORY CERTIFICATION

Police Officers seeking the supervisory certification must serve a minimum of 1 year as a supervising officer, possess a minimum of 45 quarter hours or 30 semester hours of post-secondary education from an accredited institution of higher learning. Additionally they must complete between 76-160 hours of training courses to obtain this certification.



POLICE TRAINING

MANAGEMENT CERTIFICATION

Police Officers seeking the management certification must serve a minimum of 1 year as a managing officer, possess a minimum of 90 quarter hours or 60 semester hours of post-secondary education from an accredited institution of higher learning. Additionally they must complete between 120-320 hours of training courses to obtain this certification.

EXECUTIVE CERTIFICATION

Police Officers seeking the executive certification must serve a minimum of 1 year as the executive officer, possess a minimum of 90 quarter hours or 60 semester hours of post-secondary education from an accredited institution of higher learning. Additionally they must complete between 120-440 hours of training courses to obtain this certification.



TOTAL CERTIFICATION HOURS

996-1952 HOURS

An officer who goes through all minimum requisite training for every certification process will complete between 996-1952 hours of development training. This does not include specialty courses or certifications.



TOTAL CONTINUING EDUCATION HOURS

20 HOURS

Officers are required to complete a minimum of 20 hours of continuing education for their basic licensure annually. There are specific subcategories of training they must complete, and this does not account for any specialty certifications.

LIMITATIONS IN TRAINING

Pooler Fire-Rescue works diligently with other fire and emergency services agency in the Greater-Savannah region to share the load of training. Pooler Fire-Rescue hosts numerous classes including Fire and Life Safety Educator, Fire Instructor 1 and 2, Fire Officer 1, 2, and 3, Apparatus Operator Pumper, and Apparatus Operator Aerial.

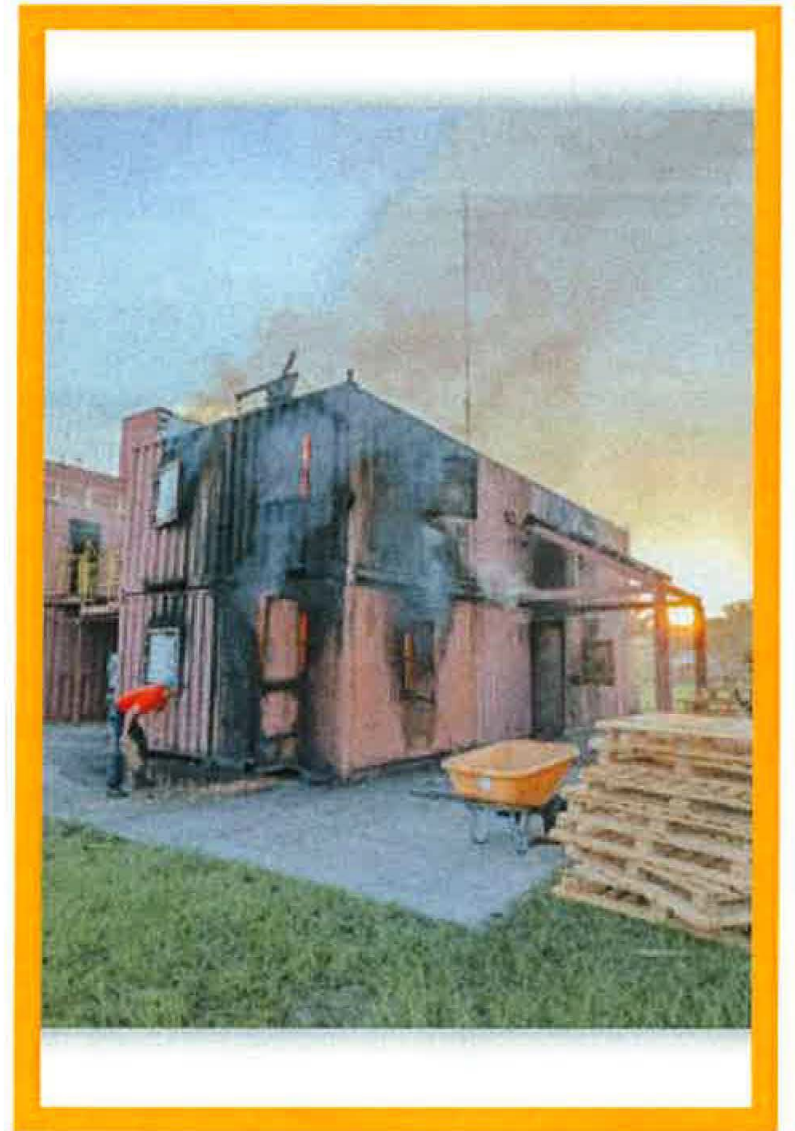
Inversely, Pooler Fire must send its employees to other locations in order to complete training. Some of these include: any live fire training, technical rescue training, hazardous materials training, officer development training, paramedic level training. While we are self-sufficient in many ways, in others, we are incapable of performing initial and continuing education training with our current facilities.



CURRENT LIVE FIRE TRAINING LOCATION

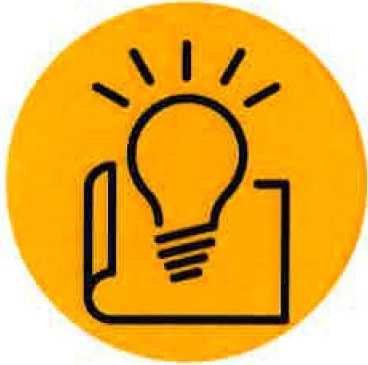
The current live fire training facility that meets the need of Pooler Fire-Rescue is located at 181 Recycle Way in Guyton, Georgia. Other regional facilities that may be closer do not meet our needs or have the scheduling flexibility necessary to accommodate PFR. This facility is owned and operated by Effingham County Fire-Rescue under an agreement by both entities. This facility is where Pooler Fire conducts all initial and continuing training for live fire, as well as many hours of recruit training when the department has no acquired facilities to conduct requisite training.

The facility is located 17.3 miles from Fire Station 1. To move to both to and from Effingham requires approximately 1.5 hours each way reducing instruction time by 3 hours per day. Each class goes to Effingham approximately 13 times, meaning that 1 week of class time is spent loading, unloading, and traveling to and from the training center.



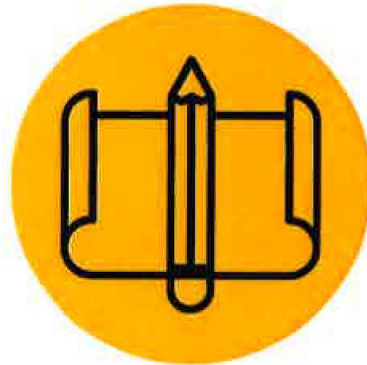
We travel 17.3 miles each way and lose approximately 39-40 hours of instruction in movement alone.

A PUBLIC SAFETY APPROACH



COORDINATING

The facility land was determined to be next to the Pooler Police gun range which inspired the concept of a complete public safety training center. After meeting with Pooler Police Training Officer Sgt. Aanerud, our mutual needs were determined and a plan formed.



DESIGNING

A combination of classroom facilities, offices, and training buildings were researched and a plan was made to combine the effective needs of police, fire, and medical training all in the same complex. This will maximize all areas of training for each agency.



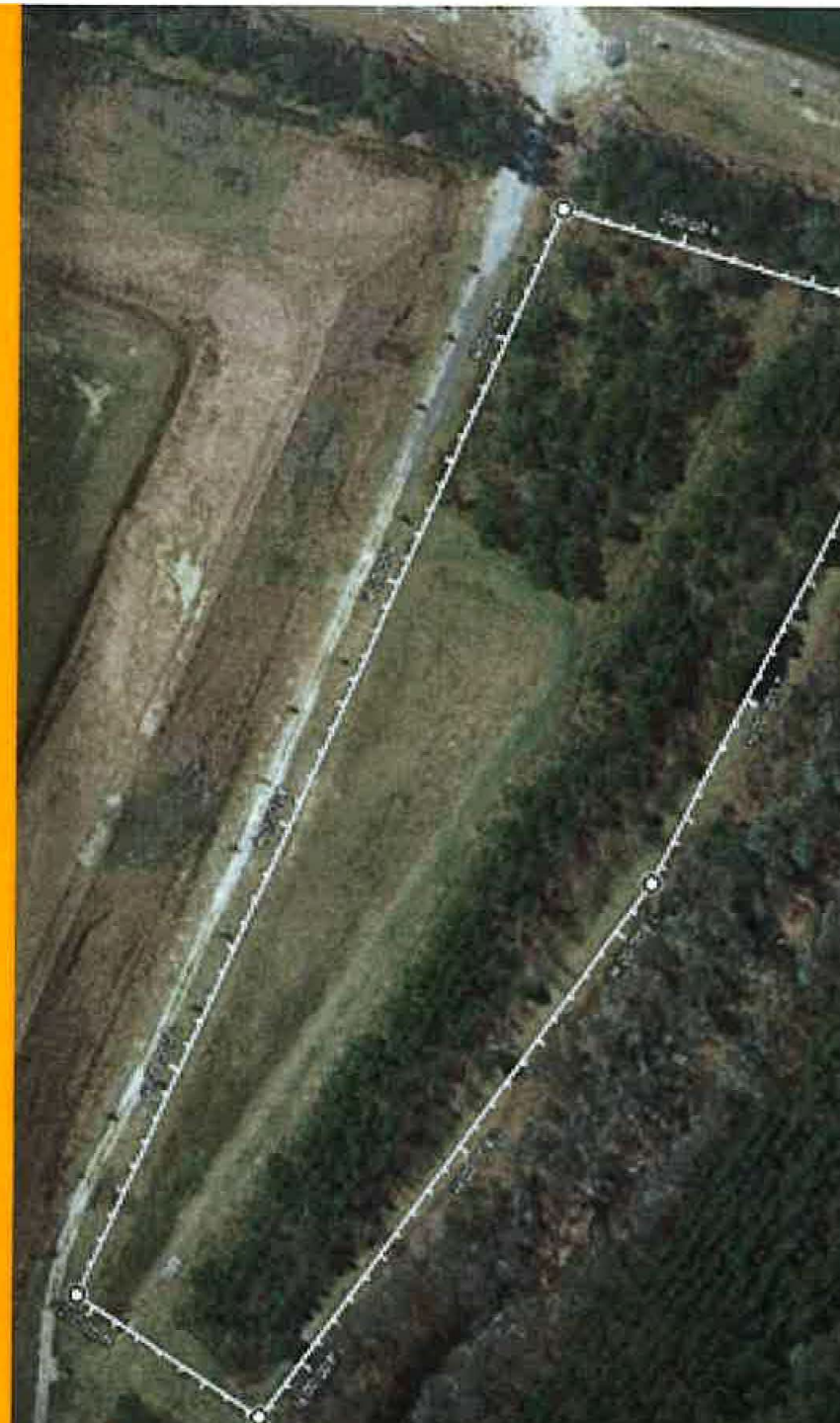
COLLABORATION

This facility will help to improve the bonding and the interdepartmental communication between both agencies who routinely work together. Additionally, this will promote joint training for high hazard incidents such as active shooter events in our target hazard facilities.

THE SITE

The proposed site is currently owned by the City of Pooler and sits off of Seabrook Parkway. This is on the same property as the Pooler Police gun range and has enough property to adequately meet the needs of both Pooler Fire and Pooler Police. The proposed area is approximately 227,500 feet or 5.2 acres to fit multiple buildings and training props necessary for employee professional development.

5.2 ACRES



SITE DESIGN

While the rudimentary design to the right shows a generalized lay out based on the dimensions proposed by the author and obtained from standardized dimensions from facility designers, I am not an architect nor someone suited to facility designs. The first part of the project prior to the implementation phase would be the design phase. An independent outside designer is recommended to be hired to maximize the flow and design of the property to meet the needs of public safety.





PROJECT IMPLEMENTATION PHASES

1

SITE PREP

This consists of the clearing of the land, site leveling, soil sampling, running all applicable utilities for function. Additionally this is pouring the foundation, footers, and driving pads for the facility and gravel area for vehicle extrication.

2

BURN TOWER

The training tower in question is a Class-A (wood burning) facility to maximize the realism and cost efficiency for the community. This tower will assist in delivering quality, realistic training in multiple disciplines.

3

CLASSROOM

This building is designed to move the fire training classes to one cohesive location outside of fire station 1 and put all recruits and courses in one area to minimize cost of travel and maintenance on heavy apparatus.

4

SUPPORT

These additional structures allow PFR and PPD to maximize the breadth of their training with realistic structures that better mimic real life apartments and conditions both agencies may encounter in our duties.

ESTIMATED END OF 2024 COST

Estimated Site Architecture and Design Cost:	Cost: \$200,000.00
Phase 1: Utilities and Site Preparation	Cost: \$1,482,555.75
Phase 2: Burn Tower	Cost: \$1,564,311.00
Phase 3: Classroom Building	Cost: \$1,156,573.66
Phase 4: Search Survival Buildings & Props	Cost: \$384,443.72

TOTAL END OF 2023 PROJECT COST: \$4,787,884.13

**INFLATION-ADJUSTED 2024 PROJECT COST:
\$5,010,041.95**



INFLATION BASED COST ESTIMATES

BASING ON A 4.64% INFLATION RATE BETWEEN 2019-2023, DELAYING THE PROJECT WILL COST:

2024 Cost Estimate: \$5,010,041.95

2025 Cost Estimate: \$5,242,507.90

2026 Cost Estimate: \$5,485,760.27

2027 Cost Estimate: \$5,740,299.55

2028 Cost Estimate: \$6,006,649.45

2029 Cost Estimate: \$6,285,357.98

FUNDING POTENTIALS

Municipal Bond: Municipal bonds are debt securities issued by these organizations to bondholders. In other words, the bondholders are lending the City funds that are expected to be paid back at face value at a certain date, plus periodic interest payments.

Temporary Millage Rate Increase/Financing: While Pooler has continually worked to roll back the tax rate of the community and has worked diligently to be good stewards of the taxpayer dollar, there is a demonstrable need for funds to help support the public safety aspect of the community. Through a temporary increase to meet the financial needs of the Public Safety Training Center, the millage rate can be increased, and rolled back to a lower rate upon project completion with all debts paid using financing.

Financial Reserve: While the city is required to have a certain amount of funds in a financial institution, there is a potential that the city will maintain funds at a higher amount than legally required. If this is true, and the funding amount exceeds the minimum required amounts at such a level as to not put the funds below the legally required minimum, borrowing from the community financial reserve may help to minimize the potential for lending requirements, and public backlash from millage rate increases.





THANK YOU!

We sincerely appreciate the investment that the City of Pooler, the Pooler City Council, and the administrators put into our organization. Your commitment to public safety allows us to continue our proud profession of protecting our wonderful community.

END SLIDE

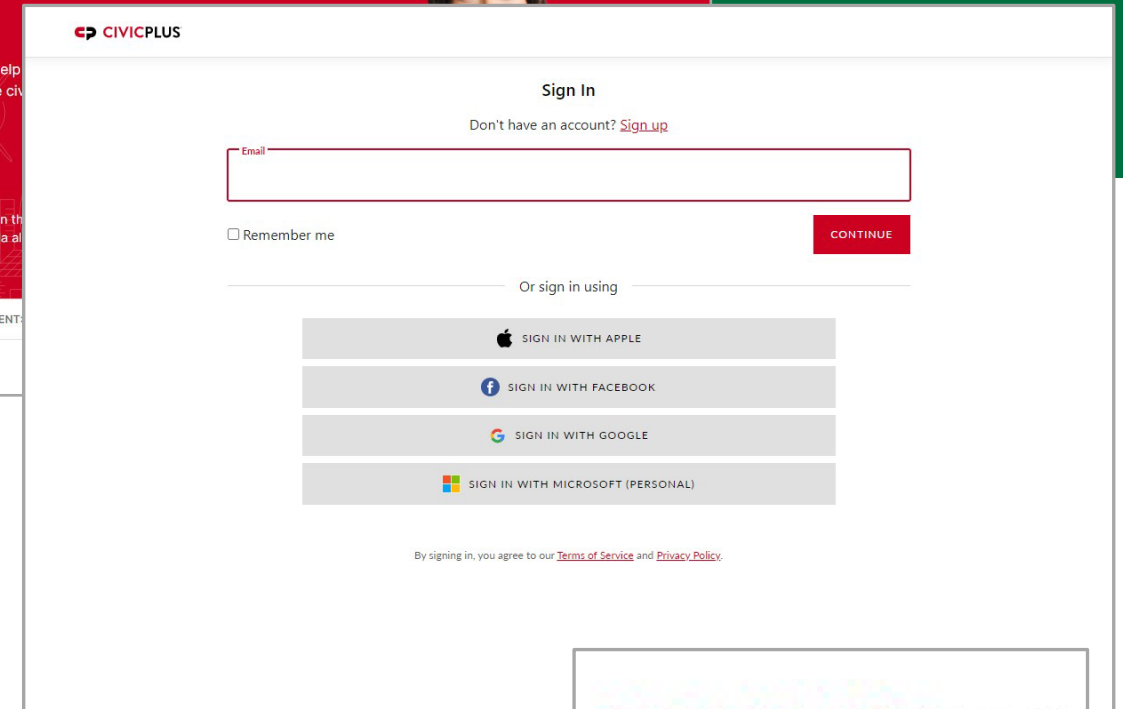
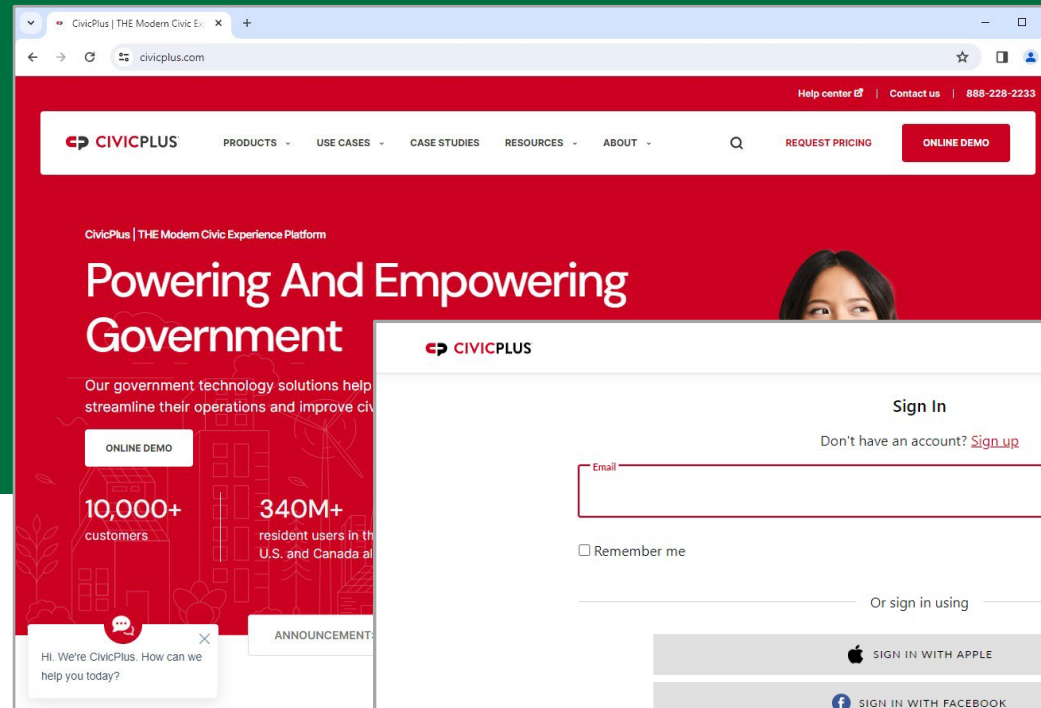


CIVICPLUS
Kiley Fusco

Meeting Management

Access your meeting
documents through the
CivicPlus Board Portal

<https://poolerga.civicclerk.com/Boardview>



As meeting agendas are uploaded, they will appear on this page.

The screenshot shows a web browser window with the URL `poolerga.civicclerk.com/Boardview`. The page title is "Agendas" and the user is logged in as "Kiley Fusco". A "FILTER" button is visible in the top left. The main content is a list of meeting agendas, each with a title, date, time, and a right-pointing arrow. The bottom navigation bar includes "AGENDAS" (highlighted), "MINUTES", "CIVICCLERK", "NOTES", and "MEDIA".

Meeting Title	Date	Time	Action
City Council Meeting	12/18/2023	4:00 PM	>
City Council Meeting	12/04/2023	4:00 PM	>
City Council Meeting	11/20/2023	4:00 PM	>
City Council Meeting	11/06/2023	4:00 PM	>
City Council Meeting	10/16/2023	4:00 PM	>
City Council Special Called Meeting	10/06/2023	1:00 PM	>
City Council Meeting	10/02/2023	4:00 PM	>
City Council Meeting	09/18/2023	1:00 PM	>
City Council Meeting	08/21/2023	4:00 PM	>
City Council Meeting	08/07/2023	4:00 PM	>
City Council Planning Retreat	08/04/2023	11:00 AM	>

Break





EXECUTIVE SESSION

Craig Call



TOUR OF CITY FACILITIES

Matt Saxon
