



Administrative Services Committee Committee Room- 7/7/2008- 12:50 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Turpin Hill Neighborhood: 1624/1626 Carpenter Street, 1121 Kent Street, 1105 Kent Street, (District 2, Super District 9); Laney-Walker Neighborhood: 946/948 Cedar Street, 1109 ½ Cedar Street, (District 1, Super District 9); East Augusta Neighborhood: 2441 Danville Street, 705 Macon Avenue, 111 Courtland Drive, (District 1, Super District 9); South Augusta Neighborhood: 2015 Barnes Road, (District 2, Super District 9); Meadowbrook Neighborhood: 3629 North Madrid Drive, (District 4, Super District 9); South Richmond Neighborhood: 3910 Elk Street, (District 6, Super District 10); West Augusta Neighborhood: 3137 Bransford Drive, (District 5, Super District 10); AND WAIVE 2ND READING. ☐ [Attachments](#)
2. Evaluation of Relocation Options for Juvenile Court. ☐ [Attachments](#)
3. Approve hiring Supervisor I and Assistant Manager positions for Ft. Gordon near salary mid-point. ☐ [Attachments](#)
4. Motion to approve mandatory Office of Federal Contract Compliance Programs (OFCCP) Training (including contract record keeping requirements, the contract compliance review process and federally required Affirmative Action) for the City Administrator, Deputy City Administrators, Interim Director of Utilities, all Utilities Department management connected with the administration of the Ft. Gordon Federal Contract, the Law Department and the EEO Office. This training is intended to support the proper administration of the Federal Department of Defense Ft. Gordon contract which ☐ [Attachments](#)

was received by the Augusta Utilities Department. Identified staff must complete training and submit verification to the Clerk of Commission's Office within a 60 day period from the approval date of this motion. (Requested by Commissioner Johnson)

5. Motion to approve an Ordinance to amend the County of Augusta, Georgia Code to add a new Article 5 entitled Pedicab Service; to provide for the operation and regulation of pedicabs in the Augusta-Richmond County Downtown Business District, to repeal all Ordinances in conflict herewith, to provide an effective date, and for other purposes. (Requested by Commissioner Brigham) ☐ [Attachments](#)
6. Motion to approve upgrading one part time position to full time at Augusta Municipal Golf Course and downgrading one existing full time vacancy from Recreation Specialist II to Corrections Officer in the Recreation and Parks Department. ☐ [Attachments](#)

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Administrative Services Committee Meeting
7/7/2008 12:50 PM
Demolition of unsafe structures

Department: License & Inspection

Caption: Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Turpin Hill Neighborhood: 1624/1626 Carpenter Street, 1121 Kent Street, 1105 Kent Street, (District 2, Super District 9); Laney-Walker Neighborhood: 946/948 Cedar Street, 1109 ½ Cedar Street, (District 1, Super District 9); East Augusta Neighborhood: 2441 Danville Street, 705 Macon Avenue, 111 Courtland Drive, (District 1, Super District 9); South Augusta Neighborhood: 2015 Barnes Road, (District 2, Super District 9); Meadowbrook Neighborhood: 3629 North Madrid Drive, (District 4, Super District 9); South Richmond Neighborhood: 3910 Elk Street, (District 6, Super District 10); West Augusta Neighborhood: 3137 Bransford Drive, (District 5, Super District 10); AND WAIVE 2ND READING.

Background: The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.

Analysis: Continuing the removal of dilapidated structures will signal to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.

Financial Impact: The average total cost associated with the demolition of each

property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.

Alternatives: Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.

Recommendation: Approval

Funds are Available in the Following Accounts: FUNDS ARE AVAILABLE IN THE FOLLOWING ACCOUNT: Account # 220072913/ 5211119 In conjunction with this, there is a Budget Amendment in front of the Finance Committee to increase this budget to \$342,000. The funds requested in this agenda item will be fully reimbursed by the CDBG Grant.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURES ON PROPERTY LOCATED AT 1624 / 1626 CARPENTER STREET, 1121 KENT STREET, 1105 KENT STREET, 946 / 948 CEDAR STREET, 1109 ½ CEDAR STREET, 2441 DANVILLE STREET, 705 MACON AVENUE, 111 COURTLAND DRIVE, 2015 BARNES ROAD, 3629 NORTH MADRID DRIVE, 3910 ELK STREET, AND 3137 BRANSFORD DRIVE.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 1624 / 1626 CARPENTER STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 129.
- 1121 KENT STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-3 as Parcel 40.02
- 1105 KENT STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 73-1 as Parcel 6.
- 946 / 948 CEDAR STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-2 as Parcel 285.
- 1109 ½ CEDAR STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-2 as Parcel 182.
- 2441 DANVILLE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 99-1 as Parcel 155.
- 705 MACON AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 61-1 as Parcel 140.

- 111 COURTLAND DRIVE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 61-2 as Parcel 98.
- 2015 BARNES ROAD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 87-1 as Parcel 143.
- 3629 NORTH MADRID DRIVE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 67 as Parcel 31.
- 3910 ELK STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 179 as Parcel 20.
- 3137 BRANSFORD DRIVE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 32-4 as Parcel 37.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Duly adopted this _____ day of _____, 2008

MAYOR _____

ATTEST: _____
CLERK OF COMMISSION



**Administrative Services Committee Meeting
7/7/2008 12:50 PM
Evaluation of Relocation Options for Juvenile Court**

Department: Juvenile Court

Caption: Evaluation of Relocation Options for Juvenile Court.

Background: Juvenile Court is seeking to maintain a location separate from the Judicial Center to ensure the separation of juvenile and adult offenders.

Analysis: There are several options available, to include: Leasing space with a specialty build-out to accommodate the court's needs. Purchasing an existing building and modifying it for the court. Building a new structure for the Juvenile Court.

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



Administrative Services Committee Meeting
7/7/2008 12:50 PM
Hiring Employees for Fort Gordon Staff

Department: Utilities Department

Caption: Approve hiring Supervisor I and Assistant Manager positions for Ft. Gordon near salary mid-point.

Background: A selection committee recently interviewed candidates for the staff positions at Ft. Gordon. The candidates for two positions; Supervisor I and Assistant Manager possessed skills or experience which would warrant offering these candidates salaries which require Commission approval. Mr. James Young, candidate for the Assistant Manager position, is a previous employee of the privatization contractor at Ft. Gordon with 22 years experience. Mr. Ronnie Lee, candidate for the Supervisor I position, is a previous employee of the privatization contractor at Ft. Gordon with 17 years experience. Both candidates have extensive training and experience required to perform their respective jobs.

Analysis: Mr. James Young's recommended salary is \$45,000; the mid-point for Job Grade 47 is \$47,872. Mr. Ronnie Lee's recommended salary is \$38,000; the mid-point for Job Grade 43 is \$38,992.

Financial Impact: Funds are available in the Ft. Gordon staffing budget 506043430-5111110 to cover this agenda item request.

Alternatives: No alternatives are recommended.

Recommendation: We recommend Mr. Ronnie Lee be offered the position of Supervisor I at Ft. Gordon at a salary of \$38,000 and Mr. James Young be offered the position of Assistant Manager at Ft. Gordon at a salary of \$45,000.

**Funds are
Available in the
Following
Accounts:**

506043430-5111110

REVIEWED AND APPROVED BY:

**Finance.
Procurement.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
7/7/2008 12:50 PM
Mandatory Training**

Department: Clerk of Commission

Caption: Motion to approve mandatory Office of Federal Contract Compliance Programs (OFCCP) Training (including contract record keeping requirements, the contract compliance review process and federally required Affirmative Action) for the City Administrator, Deputy City Administrators, Interim Director of Utilities, all Utilities Department management connected with the administration of the Ft. Gordon Federal Contract, the Law Department and the EEO Office. This training is intended to support the proper administration of the Federal Department of Defense Ft. Gordon contract which was received by the Augusta Utilities Department. Identified staff must complete training and submit verification to the Clerk of Commission's Office within a 60 day period from the approval date of this motion. (Requested by Commissioner Johnson)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
7/7/2008 12:50 PM
Ordinance for Operation of Pedicabs**

Department: Clerk of Commission

Caption: Motion to approve an Ordinance to amend the County of Augusta, Georgia Code to add a new Article 5 entitled Pedicab Service; to provide for the operation and regulation of pedicabs in the Augusta-Richmond County Downtown Business District, to repeal all Ordinances in conflict herewith, to provide an effective date, and for other purposes. (Requested by Commissioner Brigham)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

Clerk of Commission

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE COUNTY OF AUGUSTA, GEORGIA CODE TO ADD A NEW ARTICLE 5 ENTITLED PEDICAB SERVICE; TO PROVIDE FOR THE OPERATION AND REGULATION OF PEDICABS IN THE AUGUSTA-RICHMOND COUNTY DOWNTOWN BUSINESS DISTRICT, TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, TO PROVIDE AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, Augusta-Richmond County Commission is encouraged by the dramatic increase of pedestrian traffic in the downtown area due to the growth in business and sponsored outdoor events;

WHEREAS, there is significant public interest in growing the tourism industry in the downtown central business district;

WHEREAS, pedicabs will enhance the historic and traditional ambiance of the downtown cities business district;

WHEREAS, the Augusta-Richmond County Commission welcomes the opportunity to provide its citizens and visitors a nostalgic medium to enjoy the restaurants, market area and places of assembly in the downtown business district.

THE AUGUSTA-RICHMOND COUNTY COMMISSION hereby ordains as follows:

SECTION 1: That Title 6 be amended to add Article 5 titled PEDICABS SERVICE as set forth as Exhibit "A" attached hereto.

SECTION 2: This ordinance shall become effective upon its adoption in accordance with applicable laws.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this ____ day of _____, 2008.

Attest:

David S. Copenhaver
As its Mayor

Lena J. Bonner, Clerk of Commission

Seal:

ARTICLE 5 PEDICAB SERVICE

Sec. 6-7-85. Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

(a) *Business tax certificate holder.* A person to whom a business tax certificate has been issued in the form prescribed by Augusta-Richmond County to engage in the pedicab business in the central business district. This person should also be identified as the owner or licensee of the pedicab business.

(b) *Pedicab.* A three or more wheeled vehicle with a hooded carriage body balanced on two of the wheels operated by a human being used for transporting passengers for hire. The body may be placed in front or in back of the driver, who propels the vehicle by pedaling.

(c) *Pedicab driver.* A person who has been granted a business tax certificate to drive a pedicab upon the streets of Augusta-Richmond County. A driver may be an employee of a licensee or an independent contractor who leases his pedicab from a licensee. The driver and licensee may determine by contract the terms of their relationship. Nothing in this article should be interpreted to the contrary. Where a driver leases his pedicab from a licensee, all references in this article to licensee or licensees will apply to such a driver.

(d) *Pedicab driver's permit.* A person who has been granted a permit to drive a Pedicab by the Sheriff's Department upon the streets of the downtown business district of Augusta-Richmond County.

(e) *Pedicab service.* This business tax certificate class is defined as a contract service for Pedicab vehicles with driver, paid for distance covered, not on a time basis. Such business may be conducted in the manner of a taxicab, bus or sightseeing tour service. Vans, buses and automobiles may not be used under this business tax certificate.

(f) *Passenger loading zone.* A public space authorized by the Augusta-Richmond County Commissioners adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.

(g) *Solicitation.* The act of attempting to secure passengers for a particular Pedicab by word or deed designed to call a potential customer's attention to one particular pedicab as opposed to all other pedicabs also present. It shall include but not be limited to shouts, gestures, catcalls or any other attention-securing maneuver or remarks uttered by or performed by the driver. This does not include talking in a normal tone of voice to potential passengers while seated in the pedicab or standing adjacent to it.

(h) *Trip.* Movement of one (1) or more passengers from point to point. The first discharge of a passenger shall terminate a trip and begin a new trip from the point of discharge.

(i) Central Business District. The boundaries for the area designated for the combined use of pedicabs and regular vehicle traffic: the area of the Central Business District from Fifth Street on the east, Reynolds Street on the North, Thirteenth Street on the west and Telfair Street on the south.

Sec. 6-7-86. Business tax certificate required.

Any person, firm or corporation who owns, operates or does business as a pedicab service in Augusta-Richmond County shall, before engaging in such business, obtain a business tax certificate in accordance with the AUGUSTA,GA CODE.

Sec. 6-7-87. Regulatory fee.

Any person, firm or corporation who owns, operates or does business as a pedicab service in Augusta-Richmond County shall, before engaging in such business, pay a regulatory fee of \$25.

Sec. 6-7-88. umber limited; sale of business tax certificate.

The number of pedicabs authorized to be operated by business tax certificate holders under the provisions of this Article shall be limited to the total number of ten (10).

Sec. 6-7-89. Transfer of business tax certificate.

A business tax certificate issued by Augusta-Richmond County under this article cannot be sold or transferred without prior approval of the Commission.

Sec. 6-7-90. Insurance.

Each business tax certificate holder under this article shall maintain a general comprehensive liability insurance policy issued by an insurance company authorized to do business in the State of Georgia in the amount of one million dollars (\$1,000,000.00). The business tax certificate holder under this article shall furnish to the director of license and inspection a copy of the insurance certificate showing the amounts provided for herein and the expiration date of insurance policy required. The policy shall require notice to be sent within ten (10) days to the Commission as a certificate holder of any cancellation or nonrenewal of any policy provided for in this section. Each business certificate holder must have, if applicable, Workers' Compensation insurance in statutory amounts set forth by the State of Georgia.

Sec. 6-7-91. Initial inspection of pedicab; issuance of certificate.

Prior to the use and operation of any pedicab under the provisions of this article, such vehicle shall be thoroughly examined and inspected by the sheriff's department and found to comply with all such rules and regulations as may be prescribed and distributed by the Sheriff's Department. These rules and regulations shall be promulgated so as to provide safe transportation for passengers and the general public and shall specify and require installation and proper care and maintenance of such safety equipment and regulatory devices as the Sheriff's Department and the License and Inspection Department shall deem necessary. When the Sheriff's Department finds that a pedicab has met the standards established, it shall issue a certificate to that effect, which shall also state the authorized seating capacity and weight requirements of the vehicle so certified. This capacity shall at no time be exceeded.

Sec. 6-7-92. Cleanliness.

Every pedicab operating under this article shall be kept, at all times, in a clean and sanitary condition according to rules and regulations promulgated and issued by the Sheriff's Department.

Sec. 6-7-93. Biannual inspection.

Every pedicab operating under this article shall be inspected by the Sheriff's Department every six (6) months to ensure the continued maintenance of safe operating and satisfactory sanitary conditions. A decal showing the date of last inspection shall be affixed to the vehicle.

Sec. 6-7-94. Rates.

All rates charged for services shall be pursuant to contract between the business tax certificate holder and customer. No owner or driver of a pedicab shall charge a greater amount for the use of the pedicab than in accordance with the published and advertised rates which shall be displayed on each pedicab. Rates shall be displayed in such place as to be conspicuous and to be in clear view of all passengers.

Sec. 6-7-95. Payment of fare.

It shall be unlawful for any person to refuse to pay the legal fare of any pedicab controlled by this article after having hired the same, and it shall be unlawful for any person to hire any pedicab as herein defined and regulated with intent to defraud the person from whom he has hired the pedicab of the value of such service.

Sec. 6-7-96. Limitation on number of passengers.

No pedicab driver shall permit more persons to be carried in a pedicab as passengers than the rated seating capacity of his pedicab as stated in the certificate for such vehicle issued by the license and inspection department. A child in arms shall not be counted as a passenger.

Sec. 6-7-97. Right of suspension by License & Inspection department; revocation.

The License & Inspection Department shall have the right to immediately suspend, for cause, any business tax certificate issued under this chapter whenever a person, firm or corporation doing business shall deviate from the normal operation for which the business tax certificate was obtained or fails in performance to meet the required regulations and code as set forth by the License & Inspection Department, Sheriff's Department or Health Department; or violates any law or ordinance of the United States, the State of Georgia or Augusta-Richmond County, in pursuance of such business conducted under such business tax certificate; or when it shall be proven before the License & Inspection Department that there is a violation of a nuisance law; or when the health, morals, interests and convenience of the public demand the suspension of such business tax certificate. The License & Inspection Department shall report the suspension of such business tax certificate to the next regular or called meeting of the Commission, and shall provide the licensee with at least three (3) days' notice of said meeting, at which meeting the licensee may make such showing as he/she may deem proper. After a hearing, Commission shall continue the suspension, place the license on probation, permanently revoke the license, or restore the license such that it remains in full force. A license granted hereunder shall also be subject to revocation for cause, either with or without a prior suspension of the license. Whenever, in the opinion of the License & Inspection Department, there is cause to revoke the license, a written notice of intention to revoke shall be furnished to the holder thereof three (3)

days before a regular or called meeting of the Commission at which time the holder of the license may make such showing as he/she may deem proper. After a hearing, the Commission may revoke the license if, in its discretion, it is in the best interest, peace and good order of Augusta-Richmond County, or there has been any violation of the ordinances and Code of Augusta-Richmond County, Georgia, or the laws of the State of Georgia or the United States in the conduct of the place of business.

Sec. 6-7-98. Driver's permit.

(a) Required. No person shall operate a pedicab for hire upon the streets of Augusta-Richmond County, and no person who owns or controls a pedicab shall permit it to be operated, and no pedicab licensed by the Commission shall be so driven at any time for hire, unless the driver of such pedicab shall have first obtained and shall have then in force a pedicab driver's permit issued under the provisions of this article.

(b) Application-form; verification; contents; photograph and physician's certificate required; application fee; minimum age of drivers. An application for a taxicab driver's permit shall be filed with the Sheriff's Department on forms provided by the Commission. Such application shall be verified under oath and shall contain the following:

(1) The names and addresses of two (2) residents of Augusta-Richmond County who have known the applicant for a period of one (1) year and who will vouch for the sobriety, honesty and general good character of the applicant.

(2) The experience of the applicant in the transportation of passengers.

(3) The educational background of the applicant.

(4) A concise history of his employment.

(5) A picture of himself with his name, address, age (which shall not be less than eighteen (18) years), weight, height, sex, color of hair and eyes. Each application shall be accompanied by a certificate from a reputable physician of Augusta-Richmond County certifying that, in his opinion, the applicant is not afflicted with any disease or infirmity which might make him an unsafe or incapable of meeting the physical requirements to operate a pedicab.

(c) Application fee. At the time the application is filed the applicant shall pay to the Commission the sum five dollars (\$5.00).

The Commission may require additional periodic examinations in its discretion.

Sec. 6-7-99. Same—Examination and investigation of applicant; valid state motor vehicle operator's permit required.

Each applicant for a pedicab driver's permit shall be required to pass a satisfactory examination as to his knowledge of Augusta-Richmond County and to show that he has a current motor vehicle operator's permit issued by the state. The Sheriff's Department shall investigate the reputation of the applicant as to sobriety, careful driving and knowledge of driving. A report of

such investigation and a copy of the applicant's traffic and police record, if any, shall be attached to the application.

Sec. 6-7-100. Same—Approval or rejection; hearing upon rejection.

The Sheriff's Department upon consideration of the application and the reports and certificate required to be attached thereto, as required by sections 6-8-57 and 6-8-58, shall approve or reject the application. If the application is rejected, the applicant shall be entitled to a hearing before the Commission at which he may offer evidence why his application should be reconsidered.

Sec. 6-7-101. Equipment.

(a) Passenger design. Prior to receipt of a business tax certificate, each owner of a pedicab shall first establish for the inspector's approval that the vehicle was designed for passenger conveyance, at a minimum having seats and the means of safe ingress and egress into and from the vehicle. The inspector may make such additional requirements of vehicle design for particular vehicles as may be pertinent to the safe conveyance of the traveling public.

(b) Functioning components. All weight bearing and moving components of pedicabs shall be fully functional at all times, without requiring the driver or passengers to hold or constrain any component of the vehicle or to position themselves in any special way during the course of the trip for the sake of safety or comfort.

(c) Lights and reflectors. No vehicles without a motor shall operate except in broad daylight hours without being equipped with such lights and reflectors as the Sheriff's Department designee may require. The Sheriff's Department designee shall require such lights and reflectors as can reasonably be expected to be seen by pedestrians and drivers of vehicles using the public rights-of-way and other public property from a distance of 500 feet. In implementing this requirement, the inspector shall have the discretion to consider the type, size, and shape of the vehicle as well as the anticipated or likely places of use for the vehicle. The Sheriff's Department designee shall have the further discretion to reconsider and revise the requirements for any previously approved lights and reflectors in view of actual practice.

(d) Certificate of capacity. Each vehicle without motor shall have displayed permanently a certificate showing the vehicle's maximum capacity, as determined by the inspector, of the total number of passengers or the total weight, or some combination of number of passengers and weight. No driver shall operate a vehicle in excess of the certificate's designated capacity.

(e) Owner identification. Each pedicab shall have displayed prominently on the exterior of the vehicle in a manner satisfactory to the inspector a sign identifying the business entity owning the vehicle and a telephone number for contact.

Sec. 6-7-102. Issuance; contents; term; renewal; display.

Upon approval of an application for a pedicab driver's permit, the Sheriff's Department shall issue a permit to the applicant which shall bear the name, address, color, weight, height, age, color of hair and eyes, signature and photograph of the applicant. Such permit shall be in effect for the remainder of the calendar year. A permit for each calendar year thereafter shall be issued upon the payment of such fee as may be prescribed annually by the Commission and a doctor's

certificate as to the health of the applicant, particularly with respect to his hearing, sight, heart and physical handicaps and communicable diseases, unless the permit for the preceding year has been revoked. Every driver licensed under this article shall post his driver's permit in such a place as to be in full view of all passengers while such driver is operating a pedicab.

Sec. 6-7-103. Suspension and revocation.

Should any driver of a taxicab be arrested and charged with a violation of any provision of this Code or other ordinance of Augusta-Richmond County, the Sheriff's Department may require such driver to cease operating or driving any taxicab in Augusta-Richmond County for a period not to exceed ten days. Should such driver be convicted of violating any of such provisions of this Code or other ordinances, the Sheriff's Department may revoke such driver's permit and require that such permit be deposited with the Sheriff's Department, which action, however, is subject to appeal by the driver to the Commission. In addition, in the case of a conviction of a violation of any of such provisions of this Code or other Augusta-Richmond County ordinances, the Magistrate Court judge may suspend such driver's permit for a period not to exceed thirty (30) days, and in aggravated cases, may revoke such driver's permit.

Sec. 6-7-104. Appearance of driver.

A pedicab driver shall maintain a clean, neat personal appearance at all times while under duty. The pedicab driver should wear an identification badge

Sec. 6-7-105. Prohibited actions by driver.

It shall be a violation of this article for any driver of a pedicab to solicit passengers in a loud tone of voice or annoying manner. Neither shall such driver engage in selling intoxicating liquors or solicit business for any house of ill repute or use his vehicle for any purpose other than the transporting of passengers and their personal effects. The pedicab driver should not smoke, consume food or beverages while operating the pedicab.

Sec. 6-7-106. Service required—Generally.

All persons engaged in the pedicab business in Augusta-Richmond County operating under the provisions of this article shall render efficient service to the public. Holders of licenses hereunder shall maintain a central place of business.

Sec. 6-7-107. Locations for routes, loading, and unloading.

(a) The use of pedicabs is restricted to the Central Business District as defined in section 6-7-85(i) of this Code.

Sec. 6-7-108. Solicitation of passengers—Regulated—Generally.

(a) No pedicab driver shall solicit passengers for a pedicab except when sitting in the driver's compartment of such pedicab or while standing immediately adjacent to the curb side thereof. The driver of any pedicab shall remain in the driver's compartment or immediately adjacent to his vehicle at all times when such vehicle is upon the public street; except that, when necessary, a driver may be absent from his pedicab for not more than fifteen (15) consecutive minutes; and, provided, further, that nothing herein contained shall be held to prohibit any driver from

alighting to the street or sidewalk for the purpose of assisting passengers into or out of such vehicle.

(b) No driver shall solicit patronage in a loud or annoying tone of voice or by sign or in any manner annoy any person or obstruct the movement of any persons, or follow any person for the purpose of soliciting patronage.

Sec. 6-7-109. Receiving, discharging passengers.

Drivers of pedicabs shall not receive or discharge passengers in the roadway but shall pull up to the right-hand sidewalk as nearly as possible, or, in the absence of a sidewalk, to the extreme right-hand side of the street and there receive or discharge passengers, except upon one-way streets, where passengers may be discharged at either the right-hand or left-hand sidewalk or side of the street in the absence of a sidewalk. Pedicab drivers should advise passengers to enter and exit the vehicle with care and also require all passengers to remain seated at all times, except when loading and unloading.

Sec. 6-7-110. Pedicab stands.

(a) The Commission may establish assigned stands upon the streets in such places as in its discretion it deems proper. A licensee under the provisions of this article desiring to establish a stand shall make written application to the Commission. The applicant shall attach to such application the written approval of the abutting property owners of such space, consenting to the creation of such stand. Upon the filing of any such application, the Sheriff's Department shall make an investigation of the traffic conditions at such place and shall thereafter file its written recommendation to the Commission, which shall then either grant or refuse the application. When an assigned stand has been established as herein provided, it shall be used solely by the licensee to whom the same was granted and his agents and servants and no other licensee shall be permitted to use the same; provided, however, that no licensee shall obtain permits for more than one such stand within the downtown business area.

(b) A licensee under the provisions of this article operating a call box stand as provided for in this section shall be allowed to have on duty at such stand a starter, or other employee, for the purpose of assisting in the loading or unloading of passengers from pedicabs and for soliciting passengers at such stand. The words at such stand shall mean that part of the sidewalk immediately adjacent to and of equal length with such call box stand.

(c) If any such stands shall be marked by signs owned by the licensee, such signs shall be of such size and with such markings as the Sheriff's Department may require and shall be maintained by the licensee. Should the signs not be maintained properly, they may be removed summarily by the Sheriff's Department.

Sec. 6-7-111. Records and Reports—Generally.

(a) Every licensee under the provisions of this article shall keep accurate records of receipts from operations, operating and other expenses, capital expenditures, and such other operating information as may be required by the License & Inspection Department. Every such licensee shall maintain the records containing such information and other data required by this article at a place readily accessible for examination by the Commission.

(b) Every licensee hereunder shall submit reports of receipts, expenses and statistics of operation to the License & Inspection Department for each calendar year.

(c) It shall be mandatory for all holders of licenses under the provisions of this article to file with the License & Inspection Department copies of all contracts, agreements, arrangements, memoranda or other writings relating to the furnishing of pedicab service to any hotel, theater, hall, public resort, or other place of public gathering, whether such arrangement is made with such holder or any corporation, firm or association with which the holder may be interested or connected. Failure to file such copies within seven days shall be sufficient cause for the revocation of a license of any offending holder or the cancellation of any cab stand privileges.

Sec. 6-7-112. Penalty for violation of article.

All persons, firms or corporations failing to comply with the mandatory provisions of this article or doing any act prohibited in this article shall be guilty of an offense, and, upon trial as a misdemeanor and conviction, shall be punished as provided in section 1-6-1 of this Code.



Administrative Services Committee Meeting
7/7/2008 12:50 PM
Personnel changes - Recreation and Parks

Department: Recreation and Parks

Caption: Motion to approve upgrading one part time position to full time at Augusta Municipal Golf Course and downgrading one existing full time vacancy from Recreation Specialist II to Corrections Officer in the Recreation and Parks Department.

Background: The request is to upgrade an existing part time position at the golf course from part time to full time as an Office Manager, pay grade 39. This position would handle accounting/financial duties and coordinate the staffing and operation of the snack bar. This position is needed to continue improving business accountability at the golf course. This position would be advertised thru Human Resources.

Also, the request is to change a vacant, authorized and funded position of Recreation Specialist II, pay grade 45, to Corrections Officer, pay grade 43. This position change would enable another inmate crew to be assigned to handle additional maintenance responsibilities given to Recreation and Parks, including the Botanical Gardens, Aquaduct Park, Apple Valley Park, Utley Center in Hyde Park, Highland (Wood Park) Splash Park (opening August, 2008) new Baurle Tournament Boating Facility (opening in 2009), Diamond Lakes Tennis Center (opening in 2009) and Hephzibah Athletic Complex (opening in September). The vacant Recreation Specialist II position was previously assigned to Carroll Community Center, which is now being managed by the Diamond Lakes C.C. staff as a rental facility. The position will be advertised thru Human Resources.

Analysis: Financial impact will be as follows: Golf Course will be cost neutral, with other adjustments made to offset additional personnel costs within golf course budget. Downgrading Rec.

Cover Memo

Item # 6

Spec. II(45) to Corrections Officer(43) will produce a savings of @\$6000.00 annually, while increasing maintenance of parks in the system.

Financial Impact: Golf Course:(566061451) Delete: Part time wages: \$12,000 (5111210) Water charges: \$16,000(5312110 - new rate has resulted in savings) Add: Office /Concessions Manager(39) : \$28,000 with benefits(5111110) Corrections Officer: Delete: Rec. Spec. II(45) \$40,500 with benefits(1010612225111110) Add: Corr. Officer(43) \$34,600 with benefits (1010611225111110)

Alternatives: 1. To deny, keeping the department in a difficult position to provide necessary services. 2. To approve

Recommendation: #2 - to approve

Funds are Available in the Following Accounts: see above

REVIEWED AND APPROVED BY:

Clerk of Commission

Augusta-Richmond County

Job Description

Approved Title: Golf Course Office Manager
Title: Golf Course Office Manager
Department: Parks and Recreation
Reports to: Golf Course Manager

Job Code:
Overtime: Non-exempt
Date Prepared: January 8, 2008
Job Grade: 39

GENERAL SUMMARY: Provides administrative and clerical support within the guidelines of supervisory instructions and County and departmental policies, regulations, and procedures. Reports to the Golf Course Manager or other designated person and works with co-workers, employees, elected officials, vendors, and the public to provide support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists with divisional payroll for all full time, seasonal and part time employees.
2. Works front counter in Pro Shop.
3. Assists with all personnel records, schedules, schedule physicals and drug screening.
4. Monitors expenditures and processes requisitions purchase orders and invoices.
5. Maintains accounting system for expenditures, receipts and petty cash and make daily deposits.
6. Establishes and maintains a priority system for typing and filing.
7. Process with the return check program.
8. Process requisitions and purchase orders and route these forms to Accounting Department.
9. Assist in answering calls and providing general program and event information.
10. Assist with preparing department budget preparation.
11. Serves as resource to subordinate personnel.
12. Coordinates ordering process for concession sold at golf course.
13. Assists with inventory; entering and monitoring.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.

Experience: 3+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of modern office procedures and clerical and bookkeeping techniques.
- Familiarity with relevant County and departmental policies and procedures and program, policies, and procedures of the Recreation Department.
- Proficiency in planning and organizing, typing accurately with moderate speed, record-keeping, and filing.
- Mastery of operating modern office equipment and telephone.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light objects, and using equipment requiring high degree of dexterity. Work is performed in an office.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

