



## Traffic Engineering and Parking Divisions

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TO: Pedestrian-Bicycle-Motor Vehicle Commission  
FROM: Arthur Ross, Pedestrian-Bicycle Coordinator  
SUBJ: ID 04272, Substitute ordinance creating sec. 12.792 entitled "Neighborhood Electric Vehicles Allowed" to permit and regulate the operation of such vehicles on Madison streets and amending section 1.08(3)(a) to establish a bail deposit amount

Staff has reviewed this substitute ordinance and has the following comments and recommended changes.

### **(3) Operation and (5) Designated Street List**

Work has not begun on developing this list. Traffic Engineering and Police have agreed to work cooperatively on this, but this ordinance cannot take effect until this task is completed.

**(5)(a) and (7)(e)** refer to a license period from May 15 until May 14 of the following year. This is the same as the registration period for bicycle registration (although the bicycle registration is valid for four years). It would be very difficult for the Bicycle Registration Coordinator, who is likely to have the NEV registration added to his duties, to be able to run both renewal programs at the same time. It is recommended to change the NEV registration period to October 31 until November 1 of the following year in order to spread out the Bicycle Registration Coordinator's busy times throughout the year.

### **(7) License Application Form**

Replace all references to "serial number" with "Vehicle Identification Number". According to the federal safety standards for low speed vehicles, these are required to have a VIN.

### **(7)(d) License**

We have not had time to do any research on the cost of license plates and renewal stickers to determine if the \$10 annual fee is sufficient to cover the material costs, let alone the staff time, associated with this program.

### **(9) Penalties**

There is a discrepancy between the statement in (9) that the minimum forfeiture is \$50 and the Deposit amount in the following table of \$30 for failure to provide notification of change of address.

### **(10) Effective Date**

This gives 6 months (180 days) for staff to put everything together, including developing the application form and all procedures for this program, working with Information Services to develop a data base, finding a vendor for license plates and annual decals and ordering and receiving these. In addition, the City needs to "enter into an agreement with, or obtain the consent of, each governing body that shares jurisdiction over a roadway within the city . . . to permit neighborhood electric vehicles to use or cross the roadway." This latter item will be the responsibility of the City Attorney's office. Regarding the former items, this cannot be done without the allocation of additional staff resources. The Bicycle Registration Coordinator's position is currently at 55%. Staff recommends increasing this 20%, adding one day per week, to 75%, to be able to get this program up and running in six months. This will require a budget amendment. Beyond the 180 day start up period staff recommends a permanent increase in the Bicycle Registration Coordinator's allocation of 10% (one-half day per week), to 65%, and a change in the job description to reflect these new responsibilities.