

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: February 16, 2009

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Creation of Street Vendor Monitor Classification

The Planning Department, Office of Business Resources monitors street vending in the City of Madison. Currently, there is a permanent Street Vending Coordinator, Compensation Group 16, Range 13, who is responsible for overseeing the street vending. The Street Vending Coordinator develops, implements, and monitors systems and procedures for the selection, evaluation, placement, licensing, and management of various street vendors, late night vending, food carts, and cafe operations to ensure operation within applicable City regulations. In addition, the Street Vending Coordinator is responsible for making on-site observations, examining licenses for validity, and ensuring compliance with Ordinance 9.13, which governs street vending in the City. When the weather warms up, street vending expands greatly. On weekends when there is a home Badger football game and a farmer's market, as well as regular activity on State Street, there are many street vendors operating. In addition, the City recently added late night vending. Because so many areas of the City have street vendors at all times of day and night, in recent years, there has been an hourly Street Vendor Monitor (current hourly rate: \$13.57) who assists the Street Vending Coordinator with on-site observations of street vending.

The Planning Department has requested that a permanent half-time position (.5 FTE) be created to replace the hourly Street Vendor Monitor. The work assigned to the hourly Street Vendor Monitor has increased to the point where the Planning Department has regularly been assigning the yearly maximum amount of hours to the hourly position as defined in the collective-bargaining agreement. In addition, the hourly position is responsible for interpreting Ordinance 9.13 and related regulations and has the authority to issue citations to vendors who are not in compliance with the Ordinances. Because this work includes discretion and a high level of independent judgment, having a permanent position will help ensure continuity in enforcing the rules instead of having to recruit for an hourly position on a yearly basis. The permanent Street Vendor Monitor position will continue to be primarily responsible for conducting on-site visits of street vendors to ensure compliance with the Ordinances (see the attached Classification Specification). In addition, during times of the year when street vending activity is low, the position will be responsible for performing clerical tasks associated with street vending. The Planning Department intends to increase fees and create a new license for late night vending as a result of the increased need for administration and enforcement, and to pay for the position.

Upon review of other positions in the City, I believe the permanent Street Vendor Monitor position should be placed in Compensation Group 16, Range 9. This is consistent with the Section 8 Inspector at that same level. The Section 8 Inspector is responsible for inspecting apartment units which receive H.U.D. funding. The Section 8 Inspector ensures compliance with related H.U.D. regulations and determines the appropriate rent based on a market analysis of comparable units. The discretion involved in making these determinations is similar to the discretion needed by the Street Vending Monitor in ensuring compliance with the Ordinances. In addition, the Section 8 Inspector is required to have one year of property maintenance and/or inspection-type experience which involved recordkeeping

responsibility. The Street Vending Monitor is required to have one year of general experience in code or other types of regulation enforcement, including and/or supplemented by military or public service, lifeguarding, security guard work, and/or customer relations experience. Again, the training/experience requirements are similar for both positions.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
16/09	\$39,898	\$44,569	\$49,920

Note: Salaries shown are for a full-time position.

cc: Warren Hansen-Street Vending Coordinator
Matthew Mikolajewski-Principal Planner