

From: [McReynolds, Amber](#)
To: "Ann Kovich"
Cc: [McGuigan, Patrick](#); [Pollock, Keith](#); [Tao, Yang](#)
Subject: Taxi License Renewal Deadlines (for 7/24/19 TC meeting)
Date: Wednesday, July 17, 2019 2:11:26 PM
Attachments: [MGO 11.06, Public Passenger Vehicles.pdf](#)

PLEASE DO NOT REPLY ALL

Chairperson Kovich,

I am responding to your question about deadlines for renewing taxi licenses and to clarify that the current ordinance, MGO 11.06(4)(d) does include deadlines for taxi license renewals.

On Wednesday, June 12, 2019, the Transportation Commission (TC) meeting included discussion of resolution "Item G7 Relating to 2019-2021 Taxicab Operators' License Renewals, pursuant to Section 11.06, Madison General Ordinances", Legistar file #56189. At that meeting, the TC recommended that the Common Council adopt the resolution. On June 18, 2019, Council adopted the resolution. After receiving your question about deadlines for renewing taxi licenses, I reviewed the City Channel video of the June 12, 2019 TC meeting. At the meeting, the TC asked City Traffic Engineering staff about deadlines for taxi license renewals. City staff answered that there are no hard and fast deadlines for the taxi license renewal process. There was also some discussion about whether an ordinance change was recommended or needed to have deadlines for this process.

As I mentioned above, the current ordinance already has deadlines for taxi license renewals. Specifically, the ordinance requires that renewal applications be submitted on or before January 31st of the year the license is due to expire and that the TC report its findings and recommend approval or denial in time for Council to act on the renewals by April 30th. I have spoken to Traffic Engineering and they are aware of the discrepancy between the language of the ordinance their office's current practice. This is a situation where specifics in an ordinance and department practice have diverged. Possible solutions are to either amend the ordinance to conform to current practice or to make a departmental decision to adhere to the deadlines in the ordinance going forward.

The City's failure to adhere to deadlines in the ordinance during this renewal cycle should not result in negative consequences for this year's approved renewal applicants. While both the applicants and City staff should have followed deadlines in the ordinance, since City staff did not and still recommended renewal, the City essentially waived the deadlines and penalties for not meeting them. The TC and Council has already approved the renewals of these licenses, and the Council's final action should not be affected by this oversight. The taxi license renewal process happens every two years which provides plenty of time for either an ordinance change or for education and communication between Traffic Engineering and the taxi companies that the City plans to adhere to the current ordinance deadlines during the next renewal cycle.

The complete language of MGO 11.06 is available online here: [MGO 11.06](#) and also attached as a PDF, but for your convenience I also am including the language of MGO 11.06(4)(d) here:

Renewal of License to Engage in Business of Transporting Passengers for Hire

A license issued under sub. (4)(c) above may be renewed, using the following procedure. Renewal licenses shall be for a two (2) year period except for the one-time, one year renewal described in sub. (4)(c). An application to renew an existing license shall be submitted to the City Clerk on or before January 31st of the year the license is due to expire. The application shall be accompanied by the renewal fee in sub. (4)(a). Failure to apply for renewal by January 31st will result in a waiver of the renewal process and any late renewal application, shall be treated as an application for an initial license and subject to the procedures and fees for an initial license described elsewhere in this ordinance.

The renewal application shall state the name and address of the applicant, the number and type of vehicles proposed to be operated, the method of charging, and schedule of rates of fare to be adopted, and any other information the Transit and Parking Commission ("TPC") may require. The Clerk shall refer the renewal application to the City Traffic Engineer, who shall provide the application, any additional relevant information and a recommendation to grant or deny the license renewal to the TPC. The TPC shall use the standards under sub. (4)(b), and any additional criteria established by the TPC, to determine whether the license should be renewed, and shall hear all persons desiring to be heard.

The TPC shall report its findings and recommend approval or denial of the renewal license to the Common Council, in time for the Council to act on all renewals by April 30th, so that the renewal license, if granted, may be issued by the Clerk before the existing license expires. However, the Council may approve a provisional renewal of up to ninety (90) days to allow completion of an investigation by the TPC and/or City Traffic Engineer commenced pursuant to a timely-filed renewal application. The Clerk shall issue all licenses renewed by the Council. All renewal licenses shall run for a two (2) year period from the date of renewal through June 30th of the second year after renewed.

I am requesting that this email be distributed to the members of the TC through Patrick McGuigan. I will attend the Transportation Commission meeting on July 24, 2019 if there are any additional questions on this matter.

Sincerely,

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