

TO: Finance Committee
FROM: William Wick, Human Resources Analyst
DATE: October 7, 2022
RE: Bicycle Registration Coordinator – Traffic Engineering Division

City Traffic Engineer Yang Tao requests that the 60% FTE vacant position of Bicycle Registration Coordinator (#3221) in CG20, Range 12 be recreated as a 60% FTE position of Civil Technician 1 in CG16, Range 12 in the Traffic Engineering Division’s operating budget.

The City’s Bicycle Registration Program was eliminated on January 5, 2021 and residents are now encouraged to register their bicycles with the two primary national bicycle registration programs, Bike Index and Project 529. Despite the elimination of the City’s Bicycle Registration Program, there is still a need for staff support to make Madison one of the most bicycle and pedestrian friendly cities in the country.

As the City has grown and placed added emphasis on sustainable and safe travel, the workload to support those efforts has increased significantly. By recreating the obsolete position of Bicycle Registration Coordinator as a Civil Technician 1, Traffic Engineering’s pedestrian and bicycle projects will be better supported, as the position will be able to manage bicycle parking and other small infrastructure, assist with gathering data and counts, assist with pedestrian and bicycle wayfinding and other signage, and manage bicycle and pedestrian maps.

Duties to support the growth in the number of projects and requests undertaken by the Pedestrian Bicycle Unit have been assigned to various staff, including the Bicycle Registration Coordinator. With the increase in largescale projects like Vision Zero, Safe Streets Madison, and Complete Green Streets, the shift to add the technical expertise of a Civil Technician would greatly benefit the success of these initiatives.

For the reasons outlined in this memo, I recommend recreation of the 0.6 FTE position #3221 of Bicycle Registration Coordinator as a 0.6 FTE position of Civil Technician 1 in the Traffic Engineering Division’s operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
20/12	\$52,021.32	\$58,338.54	\$65,339.04
16/12	\$55,524.04	\$61,596.60	\$68,988.14

cc: Yang Tao – City Traffic Engineer
Renee Callaway – Pedestrian Bicycle Administrator
Gregg McManners - Interim HR Director
Erin Hillson – Employee and Labor Relations Manager