



**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Mark Whitley, Assistant City Manager  
Jamie Jackson, Director of Public Transit  
**RE:** Authorizing Additional Full-time Positions in the Transit Fund  
**DATE:** June 16, 2021 (for the June 22, 2021 Meeting)

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**ISSUE**

Shall the City Council authorize the City Manager to amend the FY 2022 budget within the currently authorized appropriation for the Transit Fund for additional full-time positions for FRED Transit?

**RECOMMENDATION**

Yes. Staff recommends approval of the attached resolution, which requires two readings. In order to facilitate hiring the new employees as soon as possible, staff requests both first and second read approval at this meeting.

**BACKGROUND**

The FRED Transit system is requesting authority to re-allocate funds within the current appropriation for the Transit Fund. No additional revenues are necessary to fund this request.

The FRED Transit system has traditionally relied upon a mix of part-time drivers and full-time drivers to operate the buses in the system. Many of the part-time operators left the workforce as a result of the COVID-pandemic or other factors and have not returned. Although staff is recruiting for both part-time and full-time operators, the part-time positions have proven extremely difficult to fill. As a result, the Transit system is having difficulty meeting current service schedules and needs additional staff to provide the anticipated new earlier and weekend service requirements.

Also requested is the creation of a Purchasing Agent position dedicated to Transit. The Transit system relies heavily on federal and state grant funding, and a Purchasing Agent position will assist the Department of Finance in meeting the specialized procurement needs of the system.

The attached resolution would authorize the creation of six (6) full-time Transit Operator positions, and a Purchasing Agent position.

**FISCAL IMPACT**

The Transit Fund currently has a budget for part-time salaries in FY 2022 of \$1,346,425. Given the current labor availability patterns, the staff would like to transfer a total of \$400,520 to the full-time salary and benefit lines in the budget and authorize the hiring of the additional full-time employees.

The current cost of a full-time Transit Operator, with benefits, is \$52,695. The cost of the Purchasing Agent position is estimated to be \$84,350. The attached resolution would authorize the transfer of \$400,520 between the part-time salary budgets in the Transit Fund to the full-time salary, VRS, and health insurance line items. The total appropriation for the Transit Fund remains the same, at \$9,526,015.

Attachment: Resolution



June 22, 2021  
Regular Meeting  
Resolution 21-\_\_

**MOTION:**

**SECOND:**

**RE: Authorizing the City Manager to Add Full-time Positions for Fredericksburg Regional Transit**

**ACTION: APPROVED: Ayes: 0; Nays: 0**

The Fredericksburg Regional Transit system currently relies upon a mixture of part-time and full-time Transit Operators to operate the bus routes for the system. The system is experiencing turnover in the part-time staff for various reasons, and currently it is very difficult to hire part-time Transit Operators.

The Fredericksburg Regional Transit system also has a number of specialized procurements that would benefit from having a full-time procurement officer available to assist.

As a result, the Fredericksburg Regional Transit system is requesting authorization to hire an additional six full-time Transit Operators and one procurement officer through the Transit Fund. The additional positions are necessary to assist with maintaining essential transit operations. Funding is available within the current appropriation for part-time salaries within the Transit Fund in FY 2022 to meet this need.

Therefore, the City Council hereby resolves that:

- The City Manager is authorized to hire an additional six full-time operators and a procurement officer; and
- The City Manager is further authorized to transfer funds within the Transit Fund up to an in the amount of \$400,520 from part-time salaries to full-time salaries and associated benefits.

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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***Clerk's Certificate***

*I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 21-, adopted at a meeting of the City Council held June 22,  
2021, at which a quorum was present and voted.*

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***Tonya B. Lacey, MMC***  
***Clerk of Council***