

Transit Department

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Trevor Jung
Transit & Mobility Director

Willie McDonald
General Manager

May 30, 2023

To: Mayor Mason & Members of the Common Council

From: Transit & Mobility Director Trevor Jung

Subject: Communication sponsored by Alder Jones, on behalf of the Transit & Mobility Director, requesting permission to transition 5 part-time fixed route transit operators to full-time employment and eliminate 5 vacant part-time fixed route transit operator positions.

Transit Department leadership is proposing to transition five part-time fixed-route operator positions to FTE's in the Transit Department to meet the service demands, fill vacancies, and retain staff while remaining budget neutral. The goals of this reorganization are as follows:

- Fill long-time vacancies
- Move staff to full-time positions with predictable scheduling, improved pay, and benefits
- Eliminate part-time positions that are difficult to fill and costly due to high turnover
- Reduce expenses associated with training and overtime

Proposal:

1. Transition 5 part-time fixed-route bus operator positions to full-time positions
2. Eliminate a separate set of 5 (2023 budget approved) part-time fixed-route bus operator positions (Vacant in 2023)

Proposal Considerations:

- 5 FTE (full-time), 2.5 FTE (5 part-time) = 7.5 FTE
- Staff already exist to fill the FTE positions proposed and want to be FTE (healthcare, predictable scheduling, wages)
- Retention and recruitment
- Losses associated with new hiring, training, and CDL certification when drivers leave their position

Related Fiscal Considerations:

20 part-time = 10 FTE (approved budget)
10 part-time = 5 FTE (current staffing)

Fiscal Note:

Budget neutral due to vacancies, the elimination of vacant part-time positions, and mitigating costs associated with staff turnover.

Sincerely,
Trevor Jung
Transit & Mobility Director