



Office of the City Manager

December 19, 2022

To: Honorable Mayor and Members of the City Council

From:  Dee Williams-Ridley, City Manager

Re: Update on Public Works Transportation Division's Staffing and Work Priorities

This memo shares an update on the Transportation Division's staffing and work priorities. A prior November 15, 2022 memo identified the Public Works department's two most significant challenges in implementing the City Council's direction: the volume of referrals and the high vacancy rate. Since that memo, staffing and vacancies within the Transportation Division worsened.

Transportation Division's Existing Vacancies and Impacts

The division has 47 positions and 8 vacancies, resulting in a 17% vacancy rate. Those vacancies are focused in the planning and engineering units of the Transportation Division. The division has eight planner positions and five are vacant, including a Principal Planner, three Associate Planners, and a Mobility Coordinator. The division also has important vacancies for Associate Traffic Engineers, Traffic Engineering Assistants, and Traffic Maintenance Workers. These positions are responsible for transportation projects' grants seeking, public engagement, adoption of design concepts, as well as the processing, implementation, and maintenance of traffic calming measures.

An October 2022 [Gallup Q12](#) survey of Transportation Division staff was responded to by 32 of the division's full-time staff. Respondents were asked to identify the one priority that would improve their satisfaction with work in the next two years. Division staff identified "fill vacant positions" by a wide margin as the top priority to improve workplace satisfaction. The impact of persistent vacancies is also clear in the survey results. The division's morale was at the 23rd percentile compared to other local public entities. Low morale has many risks and costs, as this may lead to more absenteeism and resignations.

Attachment 1 shows a current update on the Transportation Division's *Programs and Projects*, including those projects that are on hold or delayed due to staffing. Those projects are identified in the *Status* column of Attachment 1. Staff are focusing their time and effort on projects in or near the construction phase, projects at risk of losing grant

funding, and those that are in the department's *Top Goals and Projects* [here](#) (including multiple City Council referrals).

These vacancies will slow important work, including significant planning projects (e.g., update of Strategic Transportation Plan, Bicycle Plan, and Transit First Plan), implementation of existing City policy (e.g., BerkDOT planning, fees, and fines research, and Vision Zero), implementation of adopted budget referrals (e.g., Pedestrian Safety in the Hills, Newbury Street & Ashby traffic diverters, and AB 43 implementation), and detract from baseline services (bicycle parking, transit coordination, and traffic calming).

Next Steps

Recruitments are ongoing for each of the Division's vacancies. Interviewing is occurring for the following vacancies: three Associate Planners (two existing, one Vision Zero FTE approved in the budget), Mobility Coordinator (approved new FTE in the budget), and Associate Transportation Engineer. Those five positions may be filled by March 2023. The Principal Planner vacancy will probably require another 3-6 months before it is filled.

In April 2023, another off agenda memo will be issued with an update on the Department and Division's progress in staffing and the effect on project and program delivery.

Attachment 1: Transportation Division Projects and Programs

cc: LaTanya Bellow, Deputy City Manager
Mark Numainville, City Clerk
Matthai Chakko, Assistant to the City Manager
Jenny Wong, City Auditor

PROJECT	STATUS	(BUDGET)	TOP GOAL/PROJECT	GRANT FUNDED
Addison Bike Boulevard	Done			Y
University/Grant Bus Stop	Done			Y
Milvia Bikeway	Done			Y
Sacramento Complete Streets	Nearly complete			Y
Dwight-California Intersection (Phase 1 ped improvements)	Nearly complete		FY2023 Top Goal	N
Dwight-California Intersection (Phase 3 permanent median)	Nearly complete		FY2023 Top Goal	N
North Berkeley BART Access Improvements (NBAI)	In construction			N/A - BART project
MLK Vision Zero Quick Build Project	Award construction contract Jan 2023		FY2023 Top Project	Y
Hopkins Corridor Study & Conceptual Design (east of Gilman)	Bid Feb 2023	Referral	FY2023 Top Goal	N
Alameda CTC Railroad Safety Enhancement Program (RSEP)	In design			N/A - ACTC project
Woolsey-Eton Intersection	In design		FY2023 Top Project	N
Hopkins - outreach, conceptual design, striping plan (west of Gilman) - hand off to Engineering 12/22	Planning	Referral	FY2023 Top Goal	N
Adeline Street at Ashby BART Conceptual Design	Planning	Referral	FY2023 Top Goal	N
Durant Red Transit Lane Quick Build	Planning	Referral	FY2023 Top Project	N
ACTC CIP Ohlone Greenway Modernization	Planning		FY2023 Top Goal	Y
Southside Complete Streets	Award construction contract June 2023		FY2023 Top Goal	Y
ATP: Addison Bike Blvd Extension - design & construction	Grant awarded by CTC in Dec 2022		FY2023 Top Goal	Y
7th and Anthony Intersection	On hold due to funding			Y
Ashby-San Pablo Intersection	On hold due to funding			N
TDA West Berkeley Vision Zero Quick-Build	On hold due to staffing			Y
HSIP (Caltrans) Sacramento St Pedestrian Safety Project (beacons, markings) - design locally funded	In Design			Y - HSIP Project
AHSC Connected Berkeley (Parker-Addison Mobility and Safety Improvements)	In Design		FY2023 Top Project	Y - AHSC Project
AHSC Connected Berkeley (University Ave West Bus Stops) - all phases funded but encumbered only to	In Design			Y - AHSC Project
AHSC Maudelle Miller Shirek (Woolsey-Fulton Bike Blvd & Russell Crossings, South Shattuck and MLK B	On hold due to staffing		FY2023 Top Project	Y
ACTC Washington Elementary Safe Routes (mini-grant) (drop-off zones with permeable pavers in lands	On hold due to staffing			Y
ACTC CIP Adeline (south of MLK)	Planning, award of consultant contract in Spring			Y
PROGRAMS & POLICY				
Bicycle Plan	Delayed due to staffing		FY2023 Top Project	N
Berkeley Strategic Transportation (BeST) Plan Update	Delayed due to staffing		FY2023 Top Project	N
Transit First Policy Implementation Plan	Delayed due to staffing	Referral	FY2023 Top Project	N
Vision Zero Action Plan Implementation	Delayed due to staffing	Referral	FY2023 Top Project	N
BerkDOT	On hold pending staffing	Referral	FY2023 Top Goal	N
Traffic fine & fee reform	On hold pending staffing	Budget referral		N
AB 43 (speed limit reform)	On hold pending staffing	Budget referral	FY2023 Top Goal	N
Micromobility	Reduced service		FY2023 Top Goal	N
E-bikes for City Staff	On hold pending staffing	Budget referral	FY2023 Top Goal	
Bike parking	Reduced service due to staffing			
Transit Coordination	Reduced service due to staffing			N
SR2S Coordination	Reduced service due to staffing			N
Major Grant Funding Coordination/Liaison	Reduced service due to staffing			N
62nd & King	On hold pending staffing	Budget referral	FY2023 Top Goal	
Telegraph Ave Project (spin-off from Southside Complete Streets, formerly Car-Free Telegraph)	On hold pending staffing and funding	Budget referral	FY2023 Top Goal	N
Claremont/Eton+Claremont/Russell RRFBS	One in construction, one on hold due to s	Budget referral	FY2023 Top Project	
Newbury Street & Ashby Avenue traffic diverter & improvements	On hold pending staffing	Budget referral	FY2023 Top Goal	N
Pedestrian safety where Sidewalks not provided	On hold pending staffing	Budget referral	FY2023 Top Goal	
Dwight Way Traffic Calming between Grant and California	On hold pending staffing	Budget referral		
CalTrans/ACTC University/Ashby interchange	Ongoing		FY2023 Top Project	
CalTrans/ACTC Gilman interchange	Ongoing		FY2023 Top Project	

US DOT Safe Streets & Roads for All: Vision Zero Ped & Bicycle Crossing Safety - design & construction	Grant application submitted			
US DOT Reconnecting Communities: Ashby Ave Vision Zero Safety Plan - study & conceptual design	Grant application submitted			
Caltrans HSIP Cycle 11: Protected Left Turns - design and construction	Grant application submitted			
US DOT Safe Streets & Roads for All Cycle 2	Upcoming 2023 Grant Application			
US DOT Reconnecting Communities Cycle 2	Upcoming 2023 Grant Application			
AHSC Grant Application with HHCS	Upcoming 2023 Grant Application			
REFERRALS ON HOLD DUE TO STAFFING AS REPORTED IN NOV 18 2022 MEMO				
Expansion of Paid Parking (DMND0003994)	On hold pending staff	Referral		
Residential Permit Parking (PRJ0016358)	On hold pending staff	Referral		
Parking Benefits District at Marina (DMND0003997)	On hold pending staff	Referral		
Prioritizing pedestrians at intersections (DMND0002584)	On hold pending staff	Referral		
Parking Districts on Lorin and Gilman (DMND0003998)	On hold pending staff	Budget referral		
Durant/Telegraph Plaza, 12/14/2021	On hold pending staff	Budget referral		
Traffic Calming Policy Revision (PRJ0012444)	On hold pending staff	Referral		
Public Realm Pedestrianization Opportunities (PRJ0019832)	On hold pending staff	Referral		
Long Term Resurfacing Plan (PRJ0033877)	On hold pending staff	Referral		