



Office of the City Manager

October 5, 2023

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 provides additional information regarding the staffing situation and work priorities in the Transportation Division, building on our previous communications of November 15 and December 19, 2022. The division recently completed five projects, 15 projects are in progress, 8 projects are delayed due to staffing and/or funding, 7 budget and non-budget referrals are in progress, 10 budget and non-budget referrals are delayed due to staffing and funding, and 12 referrals are not progressing due to the volume of referrals and staffing. The department's primary challenges in implementing City Council's direction continue to be the volume of referrals and the high vacancy rate.

*Transportation Division's Existing Vacancies and Impacts*

The division has 47 positions and 15 vacancies, resulting in a 32% vacancy rate. Those existing vacancies include the Parking Services Manager, Senior Planner, Associate Planner, two Associate Civil Engineers, and Traffic Maintenance Worker. These positions are responsible for managing transportation projects' grants, facilitating public engagement, the on- and off-street parking program and policy, and adoption of design concepts and their construction. Additionally, these positions are responsible for the processing, implementation, and maintenance of traffic calming measures. The Transportation Division is under the oversight of a Deputy Director, a position that is also vacant.

As a reminder, 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 23<sup>rd</sup> percentile compared to other local public entities. Low morale has many risks and costs, as low morale staff are absent more and more likely to leave City employment.

The *Employer of Choice* initiative brings improvement to the City's hiring, staff retention, staff development, and business processes. The Transportation Division (and other

divisions in Public Works) will directly benefit from these improvements, and we anticipate staff survey results will improve. In the first half of 2023, the initiative has resulted in 90 eligible lists and reduced citywide workforce attrition by a more than 2:1 ratio.

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. This Attachment has been revised from prior memos to add baseline services and better address City Council's adopted budget and other referrals.

Staff's efforts are focused on projects in or nearing the construction phase, projects at risk of losing grant funding, projects led by other government agencies (e.g., BART, Alameda County Transportation Commission), and those in the department's *Top Goals and Projects*. To view the latter, go [here](#) and click through the *Top Goals and Projects*.

The Transportation Division's vacancies slow important work. Significant planning projects such as the Berkeley Strategic Transportation Plan and Bicycle Plan had already been delayed due to staffing as reported in the prior off agenda memo, and these items will continue to be delayed. Similarly, implementation of BerkDOT, fees and fines research, and Vision Zero Action Plan implementation face continuing delays, as do adopted budget referrals such as Pedestrian Safety in the Hills, AB 43 implementation, and traffic safety improvements at 62<sup>nd</sup> and King. Vacancies result in slower customer response times, reduced capacity to conduct policy or other analysis, less ability to implement improvements, and generally lower quality and delayed baseline services such as bicycle parking, transit coordination, and Safe Routes to School coordination.

Recruitments are ongoing for both existing and forthcoming vacancies because the HR Department has boosted its capacity to assist Public Works in these recruitments. The Transportation Manager, Principal Planner, and Associate Planner positions have recently been filled, and interviews for the Deputy Director are occurring. My office, the Human Resources Department, and the Public Works Department are collaborating on other resources (temporary staffing, consultants, etc.) to help boost staff's capacity until the division's vacancies are filled.

#### Attachment 1: Transportation Division Projects and Programs

cc: LaTanya Bellow, Deputy City Manager  
Anne Cardwell, Deputy City Manager  
Mark Numainville, City Clerk  
Matthai Chakko, Assistant to the City Manager  
Farimah Brown, City Attorney  
Jenny Wong, City Auditor  
Liam Garland, Public Works Director

## Attachment 1: Transportation Division's Projects and Programs

RECENTLY COMPLETED PROJECTS	STATUS
Claremont/Russell RRFBs	
Newbury Street & Ashby Avenue traffic diverter & improvements	
Dwight-California Intersection (Phase 1 ped improvements)	
Dwight-California Intersection (Phase 3 permanent median)	
goBerkeley SmartSpace Parking Pilot Project	
PROGRAMS & PLANS	
Bike parking	Delayed due to staffing
Development Reviews and Plan Checks	Baseline Services
Major Grant Funding Coordination/Liaison	Reduced service due to staffing
Micromobility	Baseline Services
Parking Services - off-street	Reduced service due to staffing
Parking Services - on-street (including residential permit parking)	Reduced service due to staffing
Parking services - residential permit parking	Reduced service due to staffing
Safe Routes to Schools Coordination	Reduced service due to staffing
Traffic Calming	Baseline Services
Traffic Maintenance	Baseline Services
Traffic Permits: disabled parking, oversized loads + block parties, traffic control plans, and special events	Baseline Services
Traffic Signal optimization	Baseline Services
Transit Coordination	Baseline Services
Berkeley Strategic Transportation (BeST) Plan Update	Delayed due to staffing
Vision Zero Action Plan Update	Delayed due to staffing
Bicycle Plan	Delayed due to staffing
GRANTS	
Grant application: Ala CTC FY24 CIP: Adeline Corridor at Ashby BART Station - preliminary engineering	Grant successful
Grant application: Ala CTC FY24 CIP: Bicycle Boulevard Crossings - design & construction	Grant unsuccessful
Grant application: US DOT Safe Streets & Roads for All: Vision Zero Ped & Bicycle Crossing Safety - design & construction	Grant unsuccessful
Grant application: US DOT Reconnecting Communities: Ashby Ave Vision Zero Safety Plan - study & conceptual design	Grant unsuccessful
Grant application: Caltrans HSIP Cycle 11: Protected Left Turns - design and construction	Grant unsuccessful
Grant application: US DOT Safe Streets & Roads for All Cycle 2 - 2023 Grant Application	Delayed due to staffing
Grant application: US DOT Reconnecting Communities Cycle 2 - 2023 Grant Application	Delayed due to staffing
Grant application: AHSC Grant Applications with HHCS Affordable Housing Projects	Ongoing
PROJECTS	
BART Ashby BART Transit Oriented Development	Ongoing
BART North Berkeley BART Transit Oriented Development	Ongoing
ACTC San Pablo Avenue Corridor Project	Ongoing
CalTrans/ACTC Gilman interchange	Ongoing
CalTrans/ACTC University/Ashby interchange	Ongoing
BART North Berkeley BART Access Improvements (NBAI)	In construction
MLK Vision Zero Quick Build Project	In construction
Southside Complete Streets	Award construction contract June 2023

ACTC Railroad Safety Enhancement Program (RSEP)	In design
Woolsey-Eton Intersection	In design
HSIP (Caltrans) Sacramento St Pedestrian Safety Project (beacons, markings) - design locally funded	In design
AHSC Connected Berkeley (Parker-Addison Mobility and Safety Improvements)	In design
AHSC Connected Berkeley (University Ave West Bus Stops)	In design
ACTC CIP Ohlone Greenway Modernization	Conceptual design
ATP: Addison Bike Blvd Extension - design & construction	Grant awarded by CTC in Dec 2022
7th and Anthony Intersection	Delayed due to staffing and funding
Ashby-San Pablo Intersection	Delayed due to staffing and funding
TDA West Berkeley Vision Zero Quick-Build	Delayed due to staffing
AHSC Maudelle Miller Shirek (Woolsey-Fulton Bike Blvd & Russell Crossings, South Shattuck and MLK Bus Stops)	Pre-concept
ACTC Washington Elementary Safe Routes (mini-grant) (drop-off zones with permeable pavers in landscape strip)	On hold
ACTC CIP Adeline (south of MLK)	Delayed due to staffing
ACTC CIP Telegraph corridor study & preliminary engineering (south of Dwight) (aka Telegraph Multimodal Corridor)	Delayed due to staffing
Addison Bike Boulevard Extension Project - ATP Cycle 6	Delayed due to staffing
Washington Elementary/Berkeley High School SR2S - ATP Cycle 6	Delayed due to staffing
Citywide Bike Parking - TFCA	Delayed due to staffing
<b>BUDGET REFERRALS</b>	
Claremont/Eton RRFBs	Starting design in July
Dwight Way Traffic Calming between Grant and California	Ongoing
E-bikes for City Staff	Ongoing
62nd & King	Delayed due to staffing
AB 43 (speed limit reform)	Delayed due to staffing
Durant/Telegraph Plaza, 12/14/2021	Delayed due to staffing
Parking Districts on Lorin and Gilman (DMND0003998)	Delayed due to staffing
Pedestrian safety where sidewalks not provided	Delayed due to staffing
BerkDOT, traffic fine & fee reform	Delayed due to staffing and funding
Telegraph Ave Project (spin-off from Southside Complete Streets, formerly Car-Free Telegraph)	Delayed due to staffing and funding
<b>REFERRALS BEING WORKED ON AND/OR ON HOLD DUE TO STAFFING</b>	
Bright Streets/refreshing markings around schools	Baseline Services
AC Transit: Durant Red Transit Lane Quick Build	In design
Intersection Daylighting	Incorporating into 5 Year Paving Plan
Adeline Street at Ashby BART Conceptual Design	Reduced services due to staffing
Transit First Policy Implementation	Delayed due to staffing
Vision Zero Action Plan Implementation	Delayed due to staffing
Hopkins Corridor Study & Conceptual Design (east of Gilman)	Pending further evaluation and direction
Hopkins - outreach, conceptual design, striping plan (west of Gilman)	Pending further evaluation and direction
<b>REFERRALS NOT STARTED</b>	
Expansion of Paid Parking (DMND0003994)	Not progressing due to volume of referrals and staffing
Residential Permit Parking (PRJ0016358)	Not progressing due to volume of referrals and staffing
Consider Caregiver Parking in Residential Shared Parking Pilot (PRJ0012340)	Not progressing due to volume of referrals and staffing
Parking Benefits District at Marina (DMND0003997)	Not progressing due to volume of referrals and staffing

Prioritizing pedestrians at intersections (DMND0002584)	Not progressing due to volume of referrals and staffing
Traffic Calming Policy Revision (PRJ0012444)	Not progressing due to volume of referrals and staffing
Public Realm Pedestrianization Opportunities (PRJ0019832)	Not progressing due to volume of referrals and staffing
Long Term Resurfacing Plan (PRJ0033877)	Not progressing due to volume of referrals and staffing
Referral: Measures to Address Traffic Enforcement and Bicycle Safety (PRJ0022671)	Not progressing due to volume of referrals and staffing
Oversized Vehicle Restrictions on Bicycle Boulevards (PRJ0022389)	Not progressing due to volume of referrals and staffing
Reviewing the GIG Car Share Pilot Program (PRJ0033768)	Not progressing due to volume of referrals and staffing
Referral: Develop a Bicycle Lane and Pedestrian Street Improvements Policy (PRJ0030862)	Not progressing due to volume of referrals and staffing
Green =on track/proceeding as planned	