



# CITY OF HAYWARD

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## Cover Memo

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**DATE:** July 29, 2020

**TO:** Council Budget and Finance Committee

**FROM:** Director of Finance  
Director of Public Works & Utilities

### **SUBJECT**

Review Proposed FY 2021 Public Works & Utilities Department Organizational Changes

### **RECOMMENDATION**

That the Council Budget and Finance Committee reviews the proposed organizational changes within the Public Works & Utilities Department to address core functions more effectively in services provided, and to provide feedback and direction on implementation of proposed staffing changes.

### **SUMMARY**

This report includes a review and proposal of changes to the organizational structure within the Public Works & Utilities Department to address its core functions more effectively in services provided to Hayward residents and businesses. These changes were originally intended to be presented as part of the FY 2021 budget adoption but were deferred to better understand the fiscal landscape. Staff now recommends that these changes be implemented as soon as possible. The proposed organizational changes within the Public Works & Utilities Department include the addition of 6.0 FTE, and deletion of 2.5 FTE, resulting in a net increase of 3.5 FTE. The proposed changes primarily impact Enterprise Funds, with minimal impact to the General Fund.

### **ATTACHMENTS**

Attachment I      Staff Report