



STEERING COMMITTEE

Agenda Report

**File #:** 2021-1404

**Agenda Date:** 1/27/2021

**Agenda Item No:** 2.

**FROM:** James D. Herberg, General Manager  
Originator: James D. Herberg, General Manager

**SUBJECT:**

**GENERAL MANAGER’S FISCAL YEAR 2020-2021 WORK PLAN MID-YEAR UPDATE**

**GENERAL MANAGER'S RECOMMENDATION**

RECOMMENDATION: Recommend to the Board of Directors to:

Receive and file the General Manager’s Fiscal Year 2020-2021 Work Plan Mid-Year Update.

**BACKGROUND**

Each year, the General Manager prepares a work plan of activities to be accomplished during the fiscal year. Attached is the mid-year update for the General Manager’s Fiscal Year 2020-2021 Work Plan.

**RELEVANT STANDARDS**

- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard
- Plan for and execute succession, minimizing vacant position times
- Cultivate a highly qualified, well-trained, and diverse workforce
- Maintain and adhere to appropriate internal planning documents: Biosolids, Odor, and Energy Master Plans
- Use all practical and effective means for resource recovery

**PRIOR COMMITTEE/BOARD ACTIONS**

August 2020 - Presentation of the General Manager’s Fiscal Year 2020-2021 Work Plan to the Steering Committee and Board of Directors for approval.

**ADDITIONAL INFORMATION**

The General Manager’s Work Plan includes goals for the fiscal year. At mid-year, five items have reached completion and all remaining items are on track to be completed by, or prior to, the end of the fiscal year and the deadline of the overall work plan.

**FINANCIAL CONSIDERATIONS**

All items included in the General Manager's Work Plan are budgeted in the FY 2020-2021 Budget.

**ATTACHMENT**

*The following attachment(s) may be viewed on-line at the OC San website ([www.ocsan.gov](http://www.ocsan.gov)) with the complete agenda package:*

- General Manager's FY 2020-2021 Work Plan Mid-Year Update