

MEMORANDUM

TO: Director, Department of Public Works

FROM: David Chen, City Manager

DATE: October 26, 2023

SUBJECT: Mandate to Develop a Formal Asset Management Policy

This memo formally initiates the development of a comprehensive Asset Management Policy for the City of Northwood.

As our city grows, the effective management of our public infrastructure is paramount. Our strategic plan for 2024-2028 highlights three key objectives that depend on our asset stewardship:

1. **Enhance Service Reliability:** Ensure consistent and reliable delivery of public services (water, sanitation, transportation).
2. **Promote Fiscal Sustainability:** Optimize the total cost of ownership for our assets and improve long-term financial planning.
3. **Strengthen Community Resilience:** Improve the ability of our infrastructure to withstand and recover from environmental and operational challenges.

Our current approach to asset management is often reactive and lacks a unifying strategic framework. To address this, the City Council has mandated the creation of a formal policy to guide all asset management decisions and activities within the Department of Public Works.

This policy must apply to all physical assets under the department's purview, including but not limited to:

- Transportation networks (roads, bridges, traffic signals)
- Water and wastewater systems (treatment plants, pipelines, pump stations)
- Public buildings and facilities (City Hall, community centers, maintenance depots)

Please prepare a draft policy that establishes our core principles, defines roles, and aligns our asset management practices with the city's strategic objectives. This document will serve as the foundation for our future Asset Management Strategy and Plans.