

MEMORANDUM

TO: Asset Information Manager **FROM:** Eleanor Vance, City Manager **DATE:** October 26, 2023 **SUBJECT:** Urgent Action Required: Asset Information Management Audit

As you know, the recent internal audit (Report #IA-2023-04) has raised serious concerns regarding the state of our asset information at the Northwood Water Utility. The findings highlight 'significant risks associated with inconsistent, inaccurate, and siloed asset data.'

The report explicitly states that our current inability to reliably track asset lifecycle costs, performance, and condition prevents any meaningful strategic planning. This is unacceptable.

I need a comprehensive Asset Information Strategy on my desk within two weeks. This is not just about cleaning up data; it's about transforming how we manage our most critical infrastructure. Your strategy must present a clear vision and an actionable plan for establishing a robust data governance framework. I expect it to directly address the risks identified in the audit and align with our city's long-term strategic objectives. This is your top priority.