

MEMORANDUM

TO: Lead Asset Manager

FROM: Office of the City Manager

DATE: October 26, 2023

SUBJECT: Initiation of Asset Management Plan for Water Distribution Network

This memo serves as formal authorization to begin the development of a comprehensive Asset Management Plan (AMP) for the City of Crestwood's water distribution network.

Background: A significant portion of our city's water main infrastructure consists of cast iron pipes installed between 1950 and 1970. In the past 24 months, we have experienced a 30% increase in water main breaks, leading to service disruptions, costly emergency repairs, and negative media attention. Public Works has indicated that we are operating in a reactive state, and we lack a long-term strategy for proactive maintenance, rehabilitation, and replacement.

Mandate: Your team is directed to develop a 20-year AMP that addresses the risks associated with our aging water network. The plan must outline service level objectives, a life-cycle management strategy, and a long-term financial plan. This initiative is a top priority for City Council and is critical for ensuring the long-term sustainability of our water services.

Your first deliverable will be a complete stakeholder analysis to ensure we engage the right people at the right time. We expect this analysis to be thorough and to form the foundation of our project communication plan.