

MEMORANDUM

TO: Asset Management Consultant

FROM: Jane Doe, City Manager

DATE: October 26, 2023

SUBJECT: Mandate for Gap Analysis of Municipal Water System

As part of our city's commitment to sustainability and fiscal responsibility, the Northwood City Council has approved a new strategic objective: **to reduce unaccounted-for water loss by 15% over the next five years.**

Our preliminary data suggests that our current rate of water loss is unsustainable and poses a significant operational and financial risk. Achieving this target is a top priority.

To that end, we require your expertise to conduct a comprehensive gap analysis of our current water system assets and management practices. We need to understand precisely where our vulnerabilities lie and what actions are required to meet this new goal.

Please analyze the provided asset inventory data and deliver a formal Gap Analysis Report. This report will be the foundational document for our subsequent planning and budgeting cycles.

We look forward to your findings and recommendations.