

TO: Junior Asset Manager

FROM: Maria Flores, Director of Public Works

DATE: October 26, 2023

SUBJECT: Development of a Draft Asset Management Plan (AMP)

Following the catastrophic failure of the Elm Street water main and the subsequent City Council mandate, we must act swiftly to develop a comprehensive Asset Management Plan.

This is our chance to get ahead of the curve. I need you to take the lead on creating the initial high-level draft. Your work will form the foundation of our presentation to the council next month.

Your draft AMP should, at a minimum:

1. **Analyze the current state of our assets.** Use the provided inventory data to identify our biggest risks and performance gaps.
2. **Propose a strategic direction.** Outline a 5-year plan with key initiatives for maintenance, repair, and replacement.
3. **Justify the investment.** Provide a high-level justification for the required capital and operational expenditures, focusing on lifecycle cost principles.
4. **Ensure strategic alignment.** Explicitly connect your proposed plan to the city's official strategic goals.

This is a high-priority task. I have attached the relevant asset data and the city's strategic plan to assist you. Let's turn this crisis into a catalyst for positive change.