

# Torrey Annual Plan FY26 & FY27

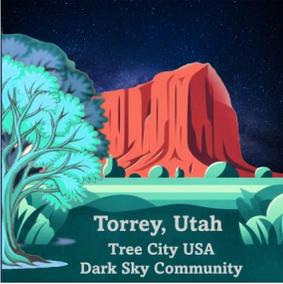
This plan will outline the specific goals, projects and priorities for the remainder of FY26 and all of FY27, based on the town's long term general plan, adopted in 2023.

**Mayor** Mickey Wright

**Town Council Members:** Richard Braaten, Pat Kearney, Jordan Pace, Renee Reel

**Planning & Zoning Commission:** Bill Barrett, Chair, Nan Anderson, Kate Chappell, Jack Kelly, Allison Moist, Wendy Potter, Jim Robinson

**Staff:** Clerk Karen Mayne, Treasurer Melinda Meservy, Economic Development Director Nan Anderson, Public Works Director Dustin Oyler



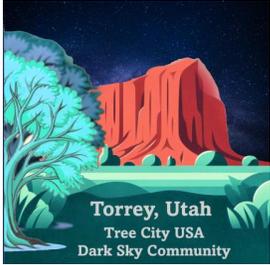
# **Reasons for an Annual Plan – it aligns stakeholders, maximizes resources and fosters proactive growth rather than reactive management**

- Provides the narrative for and justifies the budget
- Strategic alignment & goal setting
- Resource allocation & efficiency
- Proactive management, ensuring progress toward long-term goals
- Improved decision-making & transparency
- Funding & grant success
- Accountability & measurement
- Consistency amidst turnover



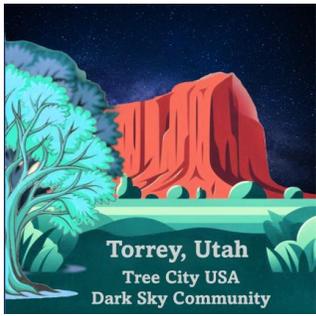
# Mayor's Priorities – Mickey Wright

- Develop plans and funding resources for a new town hall
- Ensure FY27 budget process is complete for June public hearing, update capital budget
- Continue Torrey Walking Path project
- Review all ordinances and implement a code enforcement process
- Update town policies & procedures; organize and scan town records
- Address needs in current town hall: remodel plan for Bay 1, convert back room into office space
- Address training needs: Open & Public Meetings Act (staff & Council), Payment Card Industry (staff)
- IT needs: address training & network infrastructure, ensure all staff & Council member computers are using same systems, ensure town data is properly backed up, obtain new printer, conduct inventory, address collaboration tools



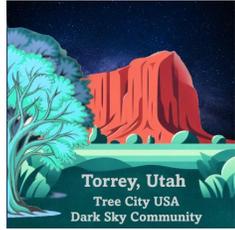
## Torrey Administration/Communication – Clerk Karen Mayne

- Maintain all official town records, minutes, ordinances, create & manage records retention schedule, ensuring availability & accessibility to the public
  - Prepare agendas and minutes for all town council meetings, held on the 2<sup>nd</sup> Thursday of the month with documentation. Attend meetings, keep complete & accurate record of proceedings.
  - Preserve, archive and maintain historical town documents
  - File all required certificates & oaths, certify town officers, notifying county clerk of any vacancies
- Provide election oversight, administration of local elections
  - Manage voter registrations, prepare ballots, certify election results
- Issue license & permits: building, business and dog licenses, building & public event permits, ensuring compliance with ordinances & regulations.
  - Schedule use of town venues, coordinating with maintenance crew to ensure clean and stocked facilities
- Communication: Provide information on town services and regulations, respond to inquiries and GRAMA requests
  - Prepare and distribute Town Newsletter: 6 issues each year
  - Provide current information on Town website



## Torrey Financial Management – Treasurer Melinda Meservy

- Produce a FY 2026-27 budget aligned with Torrey's revenue + the primary objectives of the Mayor/Town Council, prepare monthly financial reports for town council meetings
- Ensure all payments are received and deposited, ensure all bills are paid promptly
- Comply with all reporting requirements--federal, state, Town Council
- Ensure transparency of revenue and expenses for Town Council & Torrey residents
- Draft, publish, and implement an Investment Policy aligned with Torrey's objectives, Utah's Money Management Act. Update current practices to ensure compliance with newly enacted legislation
- Review the Water Assessment and recent Ensign review of water rates and needs, and present findings
- Update the water rate chart/list and publish on website--compare with other municipalities
- Research outsource monthly water bill printing, mailing/distribution
- Incorporate water usage charts in the Torrey town website and newsletter
- Keep the website updated with activities, articles



# Torrey Road Department – Council Member Richard Bratten, Staff Dustin Oyler

- Torrey will operate an efficient road department, using the Town Road Plan for prioritizing and executing projects, using cost projections to prepare budget and estimate material usage.
  - Develop annual maintenance map showing planned work.
  - Complete annual chip-seal or slurry-seal schedule, address potholes as feasible, crackseal in winter, gravel road grading.
  - Conduct snow removal in a reasonable response time
  - Respond to complaints in a timely manner
- Drainage & Stormwater Management – clean culverts and storm drains as needed, address drainage structures as needed, develop roadside ditch maintenance plan
- Equipment & Fleet Management – Priority is to acquire a skid loader and truck with snow plow, wood chipper
  - adhere to annual maintenance schedule, develop plan for replacements
- Planning & Capital Projects – adhere to 5-year transportation plan and develop annual priority list
  - Address road project priorities: Sand Creek Bridge
- Right-of-Way & Public Property Care – maintain roadside mowing schedule, conduct tree & brush trimming, install, repair and replace signage as needed



## Torrey Culinary Water System – Council Member Jordan Pace, Staff Dustin Oyler

- Torrey will operate a safe culinary water system, providing water to both residential and commercial customers, billing on a monthly basis. Working with staff & town council, rates will be reviewed on a regular basis, maintaining emergency reserve funds for major repairs, tracking water loss annually, tracking long term trends, improve metering and leak detection. Respond to customer complaints quickly and if leak is confirmed, address within 2 hours.
- Operations & Maintenance – annual requirements including valve exercising, hydrants, tank inspections, chlorinator building inspection, maintain system components log
- Quality & Compliance- meet all EPA and state sampling requirements, update and submit CCR, keep operator credentials current
- System Reliability & Resilience – maintain storage levels, annual leak detection survey and repair leaks, update emergency response plan
- Infrastructure Upgrades & Capital Planning – adhere to capital facilities plan
  - Redevelop Sulphur Spring, complete water line to Sleeping Rainbow Tank, Redevelop Chaffin Spring, replace distribution lines
- Distribution System Management – replace lines as needed, install/replace hydrants and valves as needed, maintain accurate maps and update GIS



# Torrey Parks, Pavilion & Events – Council Member Renee Reel, Staff Dustin Oyler

- Complete the Walking Path Project in partnership with Torrey Dark Skies
  - Torrey will complete Phase 2 – Beautification aspect of the Walking Path Project
- Maintain a safe town park and identify and complete all necessary repairs
- Provide the Pavilion for rent and conduct a remodeling project including new equipment, xeriscaping and more.
- The Beautification Committee will organize projects to include flower pots, welcome signs and more
- Provide a clean and well maintained building to accommodate cluster box unit mail delivery
- Torrey will collaborate with Capitol Reef National Park & the NHA to research feasibility of co-producing the Harvest Homecoming Days
- Torrey will produce the following events:
  - Apple Days/4<sup>th</sup> of July in conjunction with the America's 250 celebration
  - Torrey Hoe-Down
  - Easter Egg Hunt



# Torrey Planning & Zoning Commission – Chair Bill Barrett, Staff Nan Anderson

- Monthly meetings will be held on the last Thursday of each month, properly noticed.
- The Town Clerk will receive all building permit requests, submit to the Chair of Planning and Zoning Commission for action
- The Wayne County Building Inspector will work with town staff, the Torrey Planning & Zoning Commission to ensure that ordinances and building codes are followed
- Torrey P&Z will review building permits/applications
- Torrey P&Z will review all ordinances and pertinent policies for land use for Torrey Town; ensuring that all are properly and consistently posted, updated and enforceable.
- The Economic Development Director will be staff to the Planning & Zoning Commission, keeping record of proceedings, submit agendas and minutes on Utah Public Notice Website.
- The Commission will update the Annexation Policy Plan to comply with revised state law
- Civic Review will be implemented so applications and related documents are available online and digitally recorded
- Torrey P&Z will review and possibly amend the Dark Skies lumen levels



# Economic Development – Mayor Mickey Wright, Staff Nan Anderson

- Complete and distribute the Annual Plan for Torrey
- Develop and organize the Torrey Tourism Committee with scope of work and projects
- Conduct a meeting for area tourism-oriented businesses and land management agencies prior to tourist season to provide updated information
- Research feasibility of an on-line calendar for Torrey businesses to keep tourists and residents aware of what's happening, what's open, etc.
- Develop the Torrey Community Foundation in the first year of operation with support for projects and fundraising events
- Develop the Torrey Annual Report, a document to provide Return-on-Investment information to residents, businesses and others what the town accomplished in FY26
- Support and develop Torrey's grant applications for priority projects, matching funding resources with projects
- Track Community Project Funding (Congressional appropriation) for Sand Creek Bridge Replacement; if CPF isn't awarded, locate other funding resources



# Torrey Cemetery & Trees –

Council Member Pat Kearney, Staff Dustin Oyler, Colleen Dudleston

- Cemetery: Continue maintenance and ground/site care, staff will be trained on ARCGIS software, discover best practices with National Historical Society, other platforms for cemeteries, headstone preservation & stabilization.
- Trees: continue extending longevity of existing trees on and off Main Street, fill in with new stock as needed, clean and stabilize trees. Develop plan for trees located throughout town.