

Mayor's Report

August 2026

July & August 2026 Activities

- The Torrey Operations Modernization Project
 - Originally, organizing the many boxes of paper was my goal; however, further analysis of the needs indicates that all operations must be examined, updated, and documented
 - This is a very large project that will require input from everyone and must be managed like the large project it is.
 - New communication tools and task management tools will be deployed
 - Renee, Nan, Melinda, and I will be learning and organizing the communication and task management tools
 - When we understand their capabilities and how to use them, we will start working with others to integrate them into those operations
 - To manage the project Dynamic Systems Development Method (DSDM) will be used. I have used DSDM to manage large software development projects and it can be modified to manage this project.
 - The Modernization Project will consist of at least the following projects (this is a high level first pass of what the Modernization Project must include)
 - Organizing documents
 - Determining what documents must be retained or archived
 - Document scanning of retained documents
 - Determine what Standards and Operations (SOP) documentation is required
 - Review existing document for completeness and accuracy
 - Document all interaction points to ensure accuracy
 - Update SOP
 - Update Policies manual for everyone within Torrey government
 - This includes job descriptions, ethics, and required training
 - What communication and task management tools will be used
 - Create a small group to learn, analyze tool capabilities
 - Create Learning plan
 - Create rollout plan
 - Train and rollout
 - Create a process of constant analysis of operations
 - This is the process to learn and update operations as needs change
- Water
 - With Colleen's help found spreadsheets that account for water connections since 2010
 - Need to determine the number of standby accounts
 - Justin and I discussed the water ordinance and updates.
 - Analyzing the water rights, Equivalent Residential Units (ERU), and current allocation is required
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 - I will meet with Kelly Chappell, Ensign Engineering and Torrey's water engineer, to review the analysis
 - The analysis indicates 39 remaining ERUs
 - Further analysis is required for this

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- Capital Improvement Plan (CIP)
 - With Copilot's help a draft CIP has been created.
 - The CIP will require a public hearing and adoption by ordinance or resolution
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 - The Copilot version is very detailed, and I am reviewing before sending it out
- Flood Mitigation Technical Assistance Grant from Utah Emergency Management
 - This is a follow-on grant to the work that was done last year by Consor
 - The maps and recommendations will be incorporated into the updated Wayne County Hazard Mitigation Plan
 - This will also be used to update the Torrey Flood Map
- Code Enforcement
 - Getting contracts and ordinances ready
 - Goal to have everything ready by September 1
- Post Office
 - The Needs Analysis requires some corrections
 - I used an AI tool to create the analysis, and it requires changes
 - Goal is to submit by Friday, August 14
- IT
 - Colleen's old computer has been excessed, and I will take it to Intermountain Computer Services (ICS) in Richfield for recycling.
 - There are two other old computers that need to be excessed and recycled
 - Melinda and I determined how to access torreyutah.gov registrar (get.gov – GSA site to manage .gov domains) to make needed updates for email migration to SC Networks
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