



Council Essentials

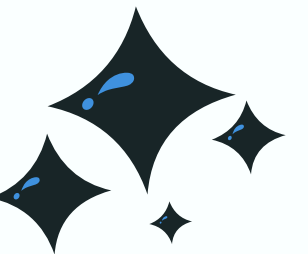
- **Water**
- **Recorder Roles & Governance**
- **Pop Quiz**



Water Credits and Banking

Core Concepts:

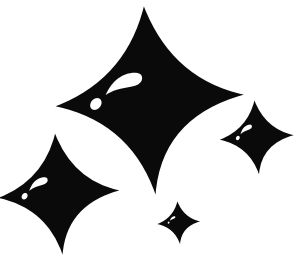
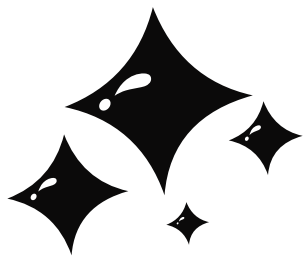
- rights
- banking
- credits
- assigning
- dedicating





▼ **Water Rights**

- **Water rights = legal rights**
- **Governed by the State of Utah**
- **Define how much water can be used**
- **Separate from water credits**



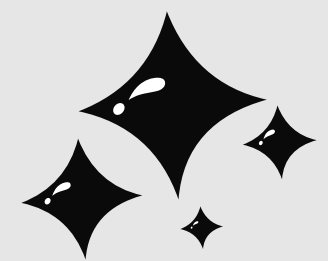
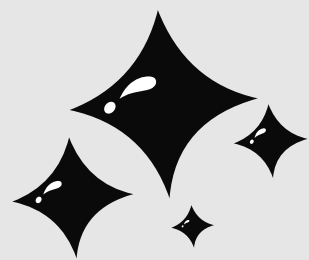


Banking Water

1. File an application with Recorder
2. Recorder sends to water attorney
3. Rights are turned to credits and banked

▼ Water Bank Scenario

Date	Entity	Action	Credits In	Credits Out	Balance
1/1/2024	High Noon Holdings	Banked	200	—	200
2/1/2024	Dusty Spur	Assignment	—	150	50
3/1/2025	Broken Saddle	Assignment	—	30	20
4/1/2025	Coyote Creek	Assignment	—	20	0
5/1/2026	Last Chance Outfitters	Assignment	—	50	-50





Governance



city
REGORDERS

NOBODY really KNOWS

WHAT we DO

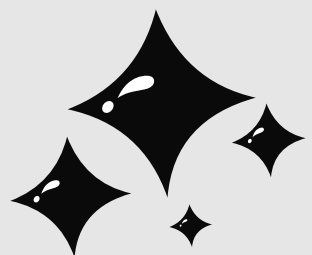
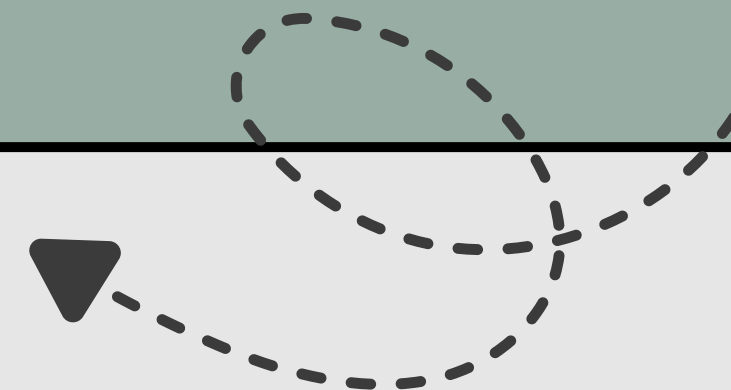
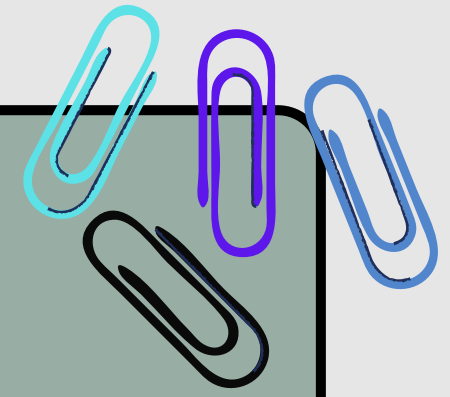
UNTIL we DON'T DO IT





City Recorders are responsible for:

- Meetings
- Ordinances and Resolutions
- City Records
- Notices
- Elections
- Compliance



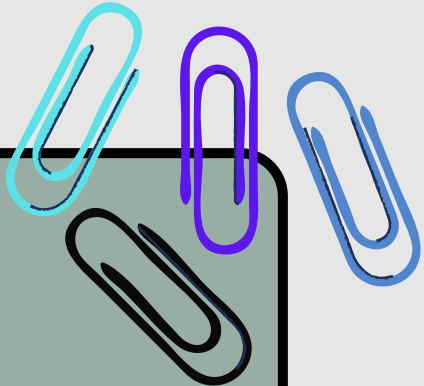
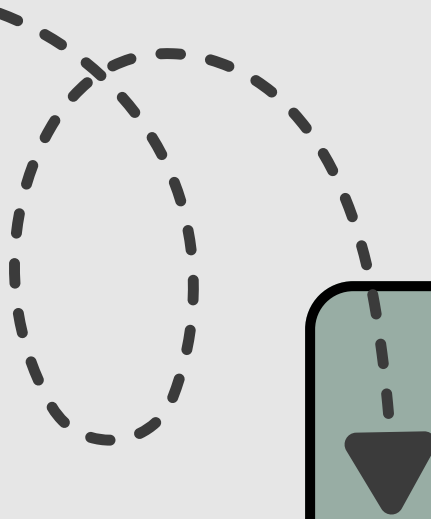


Required Annual

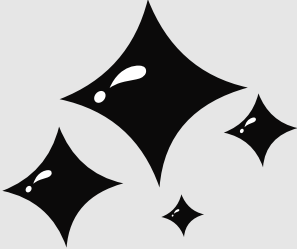

OPMA

Training





Public Notice /
Agendas





**Notice is what makes your
decisions valid**

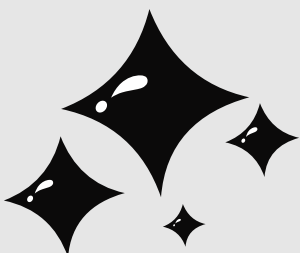
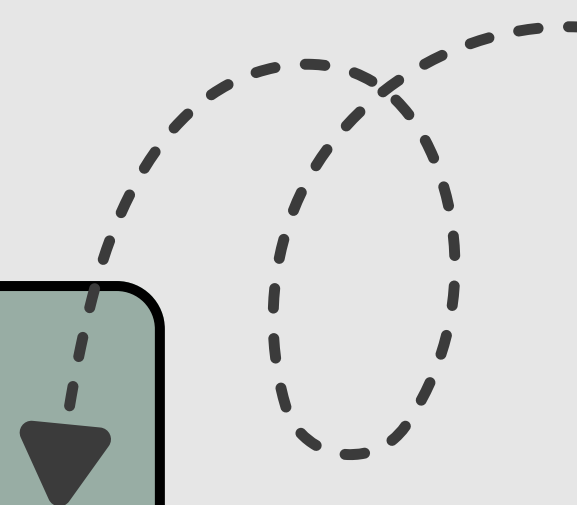
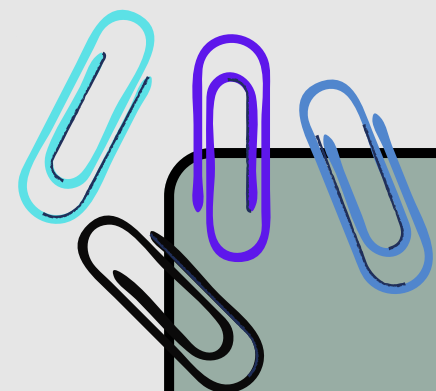


Notice = transparency + legal protection

If it's not noticed, it shouldn't be acted on



GRAMA
not that kind!





**GRAMA = Government Records Access
and Management Act**

**The right of the public to access
certain government records**

Ensures Accountability and Transparency

**Maintenance of Public Records
(retention)**





Records:

Common Examples of Records

Communication

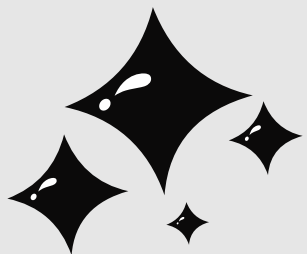
AI-Generated Content

Written / Created Content

Media & Files

Digital & Social Media

Official Records





Records:

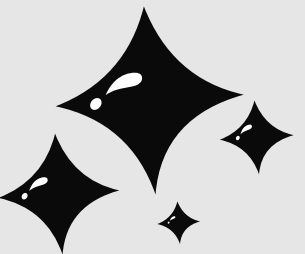
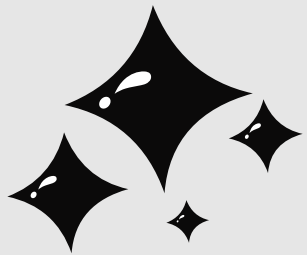
Less Common Examples of Records

Texting another councilmember about a vote

AI-generated notes or summaries

Using your personal email for city business

Writing notes during a meeting





Retention



Searching | : No | Status: "Current"

General Retention Schedule Items

Find:

Search

Clear

[Show advanced search options](#)

Sort:

by Relevance

View:

Detail View

[Export results to spreadsheet](#)

526 results

Prev **1** 2 3 4 5 6 7 8 9 10 ... 22 Next

Status

Current

Discontinued (1503)

Category

administrative (51)

education (39)

human resources (37)

law enforcement (33)

clerk (30)

[More...](#)

Mobile home assessment records (GRS-207) [View](#) | [PDF](#)

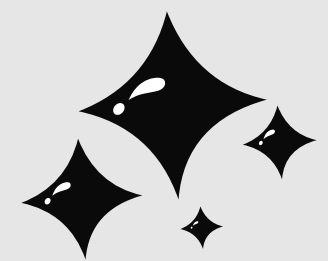
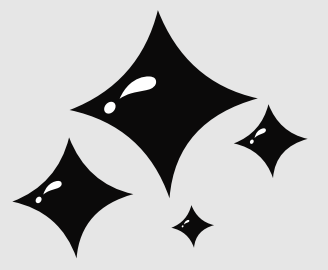
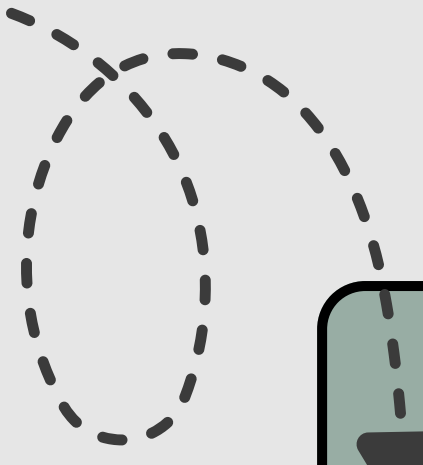
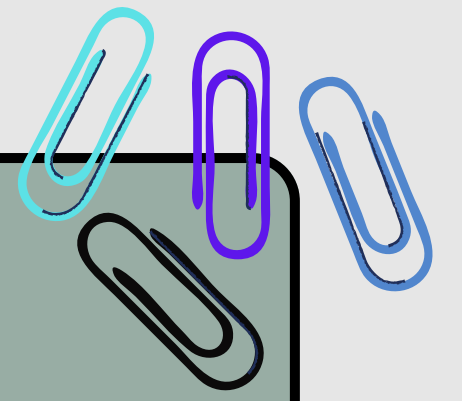
These records are tax assessments on mobile homes. They include the owner's name, taxing district, account number, address, make, model, location, vehicle identification number, cost and percentage of assessment, a record of payment and sometimes a picture of the unit.

Retain for 6 years after final action, and then destroy records.

Effective 1991-06-01

If it's a record, it has to be retained.

Security

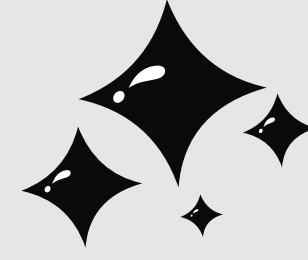




Small actions can create big risks



Common Risks:

- Phishing emails
 - Suspicious links or attachments
 - Unknown USB/flash drives
 - Weak or reused passwords
- 



Where Problems Happen

- Clicking a link without verifying
- Opening unexpected attachments
- Plugging in unknown devices
- Assuming something “looks fine”



Most breaches start with a simple click





Questions?

