

CITY COUNCIL AGENDA

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<https://www.youtube.com/c/southwebercityut>

PUBLIC NOTICE is hereby given that the City Council of **SOUTH WEBER CITY, Utah**, will meet in a regular public meeting commencing at 6:00 p.m. on Tuesday, September 23, 2025, in the Council Chambers at 1600 E. South Weber Dr.

OPEN (Agenda items may be moved to meet the needs of the Council.)

1. Pledge of Allegiance: Councilman Dills
2. Prayer: Councilman Halverson
3. Public Comment: Please respectfully follow these guidelines.
 - a. Individuals may speak once for 3 minutes or less: Do not remark from the audience.
 - b. State your name & city and direct comments to the entire Council (They will not respond).

PRESENTATIONS

4. Davis County Sheriff's Office (DCSO) Quarterly Report

ACTION ITEMS

5. Consent Agenda
 - a. August 26, 2025 Minutes
 - b. September 9, 2025 Minutes
6. Resolution 25-30: Financial Reserve Policy
7. Award New Cybersecurity and IT Provider

REPORTS

8. New Business
9. Council & Staff

CLOSED SESSION held pursuant to the provision of UCA section 52-4-205 (1)(e)

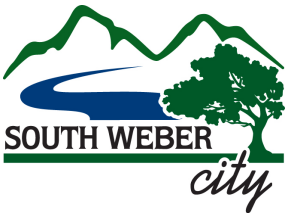
10. Discuss the sale of real property

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.

The undersigned City Recorder for the municipality of South Weber City hereby certifies that a copy of the foregoing notice was mailed/emailed/posted to: City Office building; Mayor, Council, and others on the agenda; City Website southwebercity.com/; and Utah Public Notice website www.utah.gov/pmn/index.html.

DATE: 09-17-2025

CITY RECORDER: Lisa Smith



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

September 23, 2025

PREPARED BYLisa Smith
RecorderITEM TYPE

Presentation

ATTACHMENTS

NA

PRIOR DISCUSSION DATES

NA

AGENDA ITEM

Davis County Sheriff's Office Quarterly Report

RECOMMENDATION

NA

BACKGROUND

DCSO last reported on June 24, 2025. City Council has requested quarterly reports to review staffing and violation statistics and share significant events which have occurred.

ANALYSIS

NA

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 26 August 2025

TIME COMMENCED: 6:00 p.m.

LOCATION: South Weber City Office at 1600 East South Weber Drive, South Weber, UT
Meeting streamed on YouTube on 26 August 2025 at 6:00 p.m.

PRESENT: MAYOR:

Rod Westbroek

COUNCIL MEMBERS:

Jeremy Davis
Joel Dills
Blair Halverson (excused)
Angie Petty
Wayne Winsor

CITY MANAGER:

David Larson

CITY ENGINEER:

Brandon Jones

CITY RECORDER:

Lisa Smith

CITY ATTORNEY:

Jayne Blakesley

FINANCE DIRECTOR:

Brett Baltazar

FIRE CHIEF:

Derek Tolman

**COMMUNITY RELATIONS
MANAGER:**

Lance Evans

COMMUNITY RELATIONS:

Shaelee King

INTERN:

Dan Fillmore

Minutes: Michelle Clark

ATTENDEES: Paul Sturm, Michael Grant, and Dan Shuler.

COUNCIL OPEN

1. Pledge of Allegiance: Mayor Westbroek

2. Prayer: Councilman Petty

Mayor Westbroek welcomed those in attendance.

3. Public Comment: Mayor Westbrook opened the floor for public comment and reminded those in attendance the following guidelines:

- Each speaker must go to the podium to comment.
- State your name and city of residence.
- Please address your comments to the entire City Council.
- Each speaker will have 3 minutes or less to speak.
- Note the City Council will not be entering into a dialogue during this portion of the meeting.
- Individuals not at the podium should refrain from speaking.

Paul Sturm of South Weber City expressed several concerns with Ordinance 2015-14. He suggested Deer Run Drive be included in the priority area for street sweeping given it is currently the longest road in South Weber City.

Michael Grant of South Weber City thanked those who helped with Country Fair Days. He noted individuals were corrupting the sanitized water at the handwashing stations and recommended adding a “do not open” sign to all coolers.

Kevin Polson of South Weber City sent an email to the city concerning children’s safety when operating e-bikes, scooters, golf carts, side by sides, 4 wheelers, pocket bikes, dirt bikes, etc.

Mayor Westbrook closed the floor for public comment.

PRESENTATIONS

4. Recognition of September as Constitution Month (American Founders’ Month)

Mayor Westbrook stated September is recognized as Constitution Month in the state of Utah. The United States Constitution signed in Philadelphia on September 17, 1787 stands as a safeguard of our freedoms, guiding our government and protecting the rights of every citizen. Here in South Weber, we honor this legacy by encouraging civic engagement, respect for the rule of the law, and a continued commitment to the liberties that unite us as Americans. We encourage South Weber residents to learn and understand the Constitution and celebrate the historical impact of the Constitution on American Liberty and governance throughout the month.

5. Internship Capstone Project

Mayor Westbrook announced Dan Fillmore has worked as a Management Intern for South Weber City for the last 6 months. During the last 4-6 weeks of his internship he was tasked with researching, determining, and developing a way to improve South Weber City.

Dan Fillmore thanked the City Council and staff for the opportunity to work in the city. He then presented his capstone project to the City Council. After reviewing surveys conducted throughout the city over the years, he noted residents are overall happy with the city. Although residents feel like South Weber City is their home, they feel as though the city is missing in cultural opportunities. The citizens want South Weber City to show what makes it unique and special. After speaking with residents and members of the council about the city’s identity and culture with the majority identifying South Weber as a small town that is tucked away from the hustle and bustle of surrounding communities. Its unique geography makes it a special place. In the past, the phrase, “Country Comfort, City Convenience” was used in certain instances to portray the city’s identity. However, this phrase has not withstood the test of time nor been used in a long time or in any official documents. Dan recommended a new slogan “The Hidden Gem”

be incorporated into city documents, memorabilia, and website. He further suggested when the city moves City Hall to a new location the city theme would describe South Weber City as a “Hidden Gem.” He added there could be a trail with different areas indicating the unique geography and the hidden nature of its uniqueness in comparison to neighboring cities. He recommended a plaque or boulder that says the following:

“At the mouth of the Weber Canyon, the Weber River rushes into the valley. Over years of erosion, the river has carved out a mini valley on the Wasatch Front, nestled in a narrow strip of land between the south bluff and the Weber River is the quote, “Hidden Gem” of the Wasatch Front, South Weber City, with the bluff to the south, the river to the north, and the mountains to the east. The valley is tucked away from the surrounding urban sprawl. This geography limits rapid expansion, preserving the small town and its small town heritage. While South Weber enjoys a serene small town environment, perfect for families, it is just moments away from its big city amenities of its neighbors. Residents and visitors experience the best of both worlds. Easy access to dining, shopping, arts, and employment opportunities, yet always returning to a peaceful community where neighbors know your name. With a focus on family, heritage, and heart combined with its unique geography, South Weber City truly is the “Hidden Gem” of the Wasatch Front.

As the slogan is incorporated and promoted the residents will feel a greater sense of cultural identity. Mayor Westbrook and the City Council thanked Dan for his presentation. Councilmember Dills suggested this information be included on the city website.

ACTION ITEMS

6. Consent Agenda

- a. June 24, 2025 Minutes**
- b. July 8, 2025 Minutes**
- c. July Checks**
- d. June Budget to Actual**

Councilman Winsor moved to approve the consent agenda. Councilman Dills seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

Councilwoman Petty moved to open the public hearing for Water Efficient Landscape Requirements. Councilman Davis seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

PUBLIC HEARING

7. Public Hearing for Water Efficient Landscape Requirements

No public comment was offered.

Councilwoman Petty moved to close the public hearing for Water Efficient Landscape. Councilman Dills seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

----- PUBLIC HEARING CLOSED -----

8. Ordinance 2025-14: Amending Title 10, Chapter 15 Water Efficient Landscape Requirements

This proposed code amendment to the city's landscape ordinance is to become qualified for Weber Basin Water Conservancy District's "Landscape Lawn Exchange." This incentive program allows lawn areas anywhere in a resident's yard to be removed and replaced with low-water landscaping to qualify for a rebate of \$2.50 per square. Councilwoman Petty voiced her concern with unclear requirements for park strips in new residential developments. Councilman Winsor questioned whether Weber Basin reviewed and approved the amendments to city code prior to City Council approval. Councilman Dills had reservations with making any changes to landscaping requirements if there were only a few citizens who would qualify for the program. Councilman Winsor shared the ordinance does not identify specific plants. City Manager David Larson explained the city already qualifies for flipping the strip, but this is a broader landscape requirement. He noted the 35% is just for new construction and existing citizens do not need to change anything if they do not want to. The City Council agreed it is important to receive Weber Basin approval prior to considering this ordinance.

Councilman Dills moved to deny Ordinance 2025-14: Amending Title 10, Chapter 15 Water Efficient Landscape Requirements. The motion died due to lack of a second.

Councilman Dills moved to table Ordinance 2025-14: Amending Title 10, Chapter 15 Water Efficient Landscape Requirements until such time the city receives written confirmation from Weber Basin Water District stating the City Ordinance qualifies. The motion died due to lack of a second.

Further discussion took place regarding the percentage of lawn, the need to conserve water, and park strips size and use.

Councilman Winsor moved to deny Ordinance 2025-14: Amending Title 10, Chapter 15 Water Efficient Landscape Requirements as written and submitted to the council on this date. Councilman Dills seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

The City Council directed city staff to communicate with Weber Basin Water District about flexibility and potential options.

9. Public Hearing for Rezone Application Requirements

The purpose of this section is to ensure that rezoning decisions are made with a clear understanding of the intended development, to protect the community from speculative zoning changes, and to ensure consistency with the South Weber City General Plan and the orderly development of the city. The Planning Commission and City Council have been concerned about approving zoning map amendments without a better vision of future development. The Code Committee developed the draft code to require additional information at the zoning map amendment stage to provide this assurance. The Planning Commission recommended conditional approval of the code with the additional language in Section C.3. That "Items H-K will be required at the zoning administrator's discretion based on the estimated cost." This would allow

for a balance between additional information and significant costs at the rezone stage of development.

Councilwoman moved to open the public hearing for Rezone Application Requirements. Councilman Dills seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

----- **PUBLIC HEARING** -----

No public comment was offered.

Councilwoman Petty moved to close the public hearing for Rezone Application Requirements. Councilman Dills seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

----- **PUBLIC HEARING CLOSED** -----

10. Ordinance 2025-15: Amending Title 10 Chapters 2 Section 7 Rezoning Application Requirements

Councilman Davis questioned the need for the change. Councilwoman Petty responded there have been times when individuals come forward with a rezone and then the development plan changes. Councilman Dills favored the ordinance because it allows for a better legislative decision. Councilman Winsor expressed the city has a general master plan that identifies what is allowed in specific zones. City Attorney Jayme Blakesley stated the city is walking a fine line and if it were challenged, it may not hold up. He added the city does not have much property left that will be rezoned.

Councilman Dills moved to approve Ordinance 2025-15: Amending Title 10 Chapters 2 Section 7 Rezoning Application Requirements with a change to Section B that this section shall apply to all applications seeking a zoning map amendment (rezone) within the corporate limits of South Weber City to any zoning district that is mixed-use, non-residential, or R5. Councilman Davis seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

11. Resolution 25-25: Adopting the Sewer Capital Facilities Plan (CFP)

Councilman Winsor discussed city staff making sure they monitor growth with rental units. City Engineer Brandon Jones stated they do understand the importance and sewer flows are monitored every five years.

Councilman Winsor moved to approve Resolution 25-25: Adopting the Sewer Capital Facilities Plan (CFP). Councilman Davis seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

Councilwoman Petty moved to open the public hearing for Sewer Impact Fee Facilities Plan. Councilman Davis seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

----- PUBLIC HEARING -----

No public comment was offered.

12. Public Hearing for Sewer Impact Fee Facilities Plan

Councilwoman Petty moved to close the public hearing for Sewer Impact Fee Facilities Plan. Councilman Dills seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

----- PUBLIC HEARING CLOSED -----

13. Ordinance 2025-16: Adopting the Sewer Impact Fee Facilities Plan (IFFP)

Councilwoman Petty moved to approve Ordinance 2025-16: Adopting the Sewer Impact Fee Facilities Plan (IFFP). Councilman Winsor seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

14. Resolution 25-26: Adoption of the Updated Storm Water Management Plan (SWMP) and Annual Training

Dana Shuler of Jones & Associates reported during the Storm Water Audit, deficiencies in the 2021 Storm Water Management Plan (SWMP) were noticed. As a result, the SWMP required updates to meet the new permit requirements. Those items included adding contact information with defined roles and responsibilities, expanded ways the city will reduce nitrogen and phosphorus, minimum control measure was updated to include additional information, and all the updated/created SOPs and checklists were added to the SWMP. Councilman Winsor asked why the gravel pits are not included on the list. Dana replied that the gravel pits are covered under an industrial discharge permit which is regulated by the State. Councilman Winsor explained the gravel pit dust gets into city storm drains, lawns, etc. He asked if there is something the city can do. Dana replied the state regulates the gravel pits permits and she will get Councilman Winsor a contact person.

Annual Storm Water Training for City Council

Dana explained cities and towns have paved surfaces that wash pollution into lakes and rivers when it rains. The Storm Water Management Plan (SWMP) is a written plan that is used to describe various control measures and activities the permittee will undertake to implement the SWMP. It is required by the EPA and Utah Division of Water Quality (federal, state) and provides guidance and “measurable” goals. Annual training is required for all who deal with storm water related issues.

There are six minimum control measures (MCMs) which each contain tasks, goals, and deadlines. For each MCM, there are action items. These are

1. public education and outreach,
2. public involvement and participation,

3. illicit discharge detection and elimination,
4. construction site storm water runoff control,
5. long-term storm water management in new development and redevelopment, and
6. pollution prevention and good housekeeping.

Councilwoman Petty moved to approve Resolution 25-26: Adoption of the Updated Storm Water Management Plan (SWMP) and Annual Training. Councilman Dills seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

15. Fire Station Remodel Project

South Weber City's fire station is over 20 years old and in need of maintenance and improvement. During the FY26 budget, the City Council set aside \$100,000 for the project and requested a phasing plan. Mayor Westbrook worked with Chief Tolman to identify needs and costs. The full project includes updating 3 of the 4 bathrooms in the building and dividing the two bedrooms into four bedrooms.

Phase I – Bathrooms - \$25,000

- Replace showers and vanities
- Cost breakdown
 - o Shower - \$12,000
 - o Vanities - \$2,000
 - o Plumbing - \$2,000
 - o Doors - \$3,000
 - o Paint - \$6,000
- Phase I would be awarded to the following contractors based on quotes/bids received: Sand and Swirl, North Davis Cabinets, Bennetts

Phase II – Bedrooms - \$40,000

- Split 2 bedrooms into 4 bedrooms with necessary framing, electrical, windows, flooring, HVAC, sheetrock, and painting.
- \$40,000 is a general estimate. No bids/quotes have been received.

Mayor Westbrook stated in meeting with the plumber it has been decided to replace all the fixture valves which will cost approximately \$1,000 and the painter estimate decreased keeping the overall total the same.

Councilman Winsor moved to approve Fire Station Phase 1 for \$25,000. Councilman Dills seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

DISCUSSION ITEMS

16. Public Works Facility Update

Mayor Westbrook reported the information below comes from the on-site construction update meeting held on August 13, 2025.

Recent Project Activities

- There has been an average of 25 workers on site each day.

- No safety incidents or near misses
- Main building
 - Garage doors install
 - Fire sprinklers
 - Security/Access
 - Rough HVAC & plumbing
 - Drywall and tape
 - Paint wash bay
- Vehicle storage building
 - Floor coating
- Material storage building
 - Decant bays pad prepped and ready for concrete pour

Upcoming Project Activities

- Main building
 - Power to panel inspection
 - Wall paint & floor coating
 - Finish plumbing, electrical, mezzanine stairs install
- Vehicle storage building
 - Finish HVAC, electrical
- Site
 - Fence gates
 - Landscaping

Timeline

Anticipated move in the last week of September

Finances

Bond amount paid to date \$6,041,664.08 of \$9,000,000 (67%)

City Manager, David Larson reported the city is waiting on Rocky Mountain Power to replace a power pole across the street. He added the city will not move into the facility until the entire project is completed. Councilman Winsor suggested Mr. Larson review the warranty period.

REPORTS

17. New Business

Councilman Winsor requested a report on the audit schedule and presentation to the City Council that acknowledges the final audit by December 31st.

18. Council & Staff

Councilman Winsor: reported the Finance Committee is working on a Reserve Policy with a draft to be reviewed by the City Council. He continues to meet with the gravel pit companies to review their actions and acknowledged there is a certain amount of frustration with what is taking place and the quality of life that affects citizens.

Councilman Dills: shared South Weber Recreation Soccer is underway. The Recreation Committee continues to survey parents concerning individual needs. Math Camp and Lego

Camp took place this summer. Park Department team is terribly busy, and he thanked them for the impressive job they are doing. Code Committee is working on items.

Councilman Davis: stated the Public Safety Committee discussed fireworks being a challenge for Country Fair Days with land normally used being sold. They discussed fire breaks on south and east hillside with Fire Chief Tolman reviewing cost estimates. Davis County Sheriff's Department is concerned about vehicle burglaries with garage doors opened and vehicles left unlocked. Extra patrols are taking place in the school zones. Discussion has been taking place regarding moveable speed bumps around school zones. Emergency Operations Plan is currently being discussed and will be finalized by the end of the year. There has been discussion about four-wheelers, golf carts, e-bikes etc. There have not been any specific actions, but this is a safety issue.

Councilwoman Petty: thanked Shaelee King, City Council, and Public Works Department for work on Country Fair Days.

The City Council thanked Intern Dan Fillmore for all his work for the city.

Councilman Winsor moved to adjourn the City Council meeting at 8:15 p.m. and go into a closed session held pursuant to the provision of UCA Section 52-4-205(1)(e) to discuss the sale of real property. Councilwoman Petty seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

CLOSED SESSION held pursuant to the provision of UCA Section 52-4-205(1)(e)
18. Discuss the Sale of Real Property

Councilman Winsor moved to adjourn the meeting at 8:37 p.m. Councilwoman Petty seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Petty, and Winsor voted aye. The motion carried.

APPROVED:

Date 09-23-2025

Mayor: Rod Westbrook

Transcriber: Michelle Clark

Attest: City Recorder: Lisa Smith

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 9 September 2025

TIME COMMENCED: 6:00 p.m.

LOCATION: South Weber City Office at 1600 East South Weber Drive, South Weber, UT
Meeting streamed on YouTube on 9 September 2025 at 6:00 p.m.

PRESENT: MAYOR:

Rod Westbrook

COUNCIL MEMBERS:

Jeremy Davis
Joel Dills
Blair Halverson
Angie Petty
Wayne Winsor

CITY MANAGER:

David Larson

CITY RECORDER:

Lisa Smith (excused)

DEPUTY RECORDER:

Raelyn Boman

FINANCE DIRECTOR:

Brett Baltazar

FIRE CHIEF:

Derek Tolman

COMMUNITY RELATIONS:

Shaelee King

Minutes: Michelle Clark

ATTENDEES: Michael Grant, Paul Sturm, Tani & Chad Lynch, Traci & Dave Wiese.

COUNCIL OPEN

1. Pledge of Allegiance: Councilman Winsor

2. Prayer: Mayor Westbrook

Mayor Westbrook welcomed those in attendance.

3. Public Comment: Mayor Westbrook opened the floor for public comment and reminded those in attendance the following guidelines:

- Each speaker must go to the podium to comment.
- State your name and city of residence.
- Please address your comments to the entire City Council.
- Each speaker will have 3 minutes or less to speak.
- Note the City Council will not be entering into a dialogue during this portion of the meeting.
- Individuals not at the podium should refrain from speaking.

Mayor Westbrook closed the floor for public comment.

PRESENTATIONS

4. Country Fair Days Committee Chairs Recognition

The 2025 Country Fair Days (CFD) was a wonderful success, bringing the community together for a week of fun-filled activities, bonding, celebration of our local talent, and honoring of our heritage and community. This event would not be possible without the incredible efforts of the dedicated volunteers, sponsors, and organizers. Mayor Westbrook highlighted the contributions of the CFD committee chairs: Tani & Chad Lynch, Traci Weise, and Keith & Vicki Christensen. The Mayor and City Council thanked them for all their work.

5. Stage Extension Donors Recognition

City Manager David Larson said the stage at Central Park has been used during Country Fair Days and for many other community events for decades. It has served a great purpose in creating a gathering place for the community; many wonderful memories have been made during performances on that stage. This summer, members of the community offered time and money to extend the stage, improve the lighting, and make the stage a more useful venue and feature in the park. Mr. Larson highlighted the following individuals who donated money, expertise, and/or labor to construct the stage extension and shared that the community would like to publicly thank them. A plaque honoring Paul Sturm, Ryan Roper, Rod Westbrook, Aaron Westbrook, and Keith Christensen will be placed in the park commemorating their generous donation to the community.

ACTION ITEMS

6. Consent Agenda

- a. August Checks**
- b. July Budget to Actual**

Councilman Winsor moved to approve the consent agenda. Councilman Halverson seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

7. Resolution 25-27: Appointing 911 Emergency Services Provider

The State Legislature instituted a new law in the 2025 legislative session requiring municipalities to issue a formal request for proposals (RFP) for qualified emergency medical service providers. Staff published the RFP and no proposals were submitted. Councilman Dills questioned the short window for bids and suggested a letter of intent would allow more time to receive bids.

Councilman Winsor moved to approve Resolution 25-27: Appointing 911 Emergency Services Provider. Councilman Davis seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

8. Letter in Support of the South Weber Fire Department EMS Re-Licensure

Councilman Winsor moved to approve the letter in support of the South Weber Fire Department EMS Re-Licensure. Councilman Halverson seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

9. Resolution 25-28: Approving Cooperative Agreement with the Utah Division of Forestry, Fire and State Lands

Utah's Community Wildland Protection Program (CWPP) is a collaborative framework designed to help communities in Utah mitigate wildfire risks and enhance resilience to wildfires. The program is rooted in federal guidelines established by the Healthy Forests Restoration Act (HFRA) and provides tools, resources, and planning assistance to create tailored wildfire mitigation strategies for local communities.

Councilman Winsor moved to approve Resolution 25-28: Approving Cooperative Agreement with the Utah Division of Forestry, Fire and State Lands. Councilwoman Petty seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

10. Resolution 25-29: Cancelling 2025 Municipal Election and Declaring Each Unopposed Candidate Elected

Municipal elections are held in odd numbered years. This year the mayoral and two council seats were advertised for election. Only one candidate was declared for each open seat and no write-in candidates declared. State code § 20A-1-206 allows the cancellation of local elections when there are no contested races or ballot propositions. Although Davis County has provided some services, canceling the election will save a large portion of the cost of running an election.

Councilman Winsor moved to approve Resolution 25-29: Cancelling 2025 Municipal Election and Declaring Each Unopposed Candidate Elected. Councilman Halverson seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Halverson, Petty, and Winsor voted aye. Councilman Dills abstained. The motion carried.

REPORTS**11. New Business**

Day Of Service September 11th – Councilman Dills announced the Day of Service is September 11th and the city would appreciate any help offered.

Audit Schedule – Councilman Winsor made a second request for an audit timeline. Finance Director Brett Baltazaar said he did contact the city's auditor after the last City Council meeting.

Meeting Minutes – Councilman Winsor queried on the requirement for minutes to be approved and questioned why they are not on the City Council agenda for approval the following meeting. Mr. Larson explained he knows there is a requirement for meeting minutes to be posted within 72 hours after they are approved, but he is not familiar with a specific law. He will investigate that.

12. Council & Staff

Mayor Westbrook – updated everyone on the Public Works Facility. He stated the facility has been painted. Mr. Larson explained the landscape plans have been reviewed by city staff

and the parks manager but still need to be completed. He noted the Fire Station renovation is underway with the installation of new showers.

Councilman Dills – met with Fire Chief Tolman and noticed the city does not have a Ham Radio Repeater like they used to. He suggested city staff look at that since there may be some extra funds from the bond.

Councilman Halverson – recommended the City Council review the Planning Commission packet for this week as there are several items of interest.

13. Adjourn

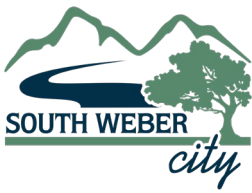
Councilman Winsor moved to adjourn the meeting at 6:27 p.m. Councilwoman Petty seconded the motion. Mayor Westbroek called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

APPROVED: _____ **Date 09-23-2025**

Mayor: Rod Westbroek

Transcriber: Michelle Clark

Attest: City Recorder: Lisa Smith



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

September 23, 2025

PREPARED BY

Brett Baltazar
Finance Director

ITEM TYPE

Legislative

ATTACHMENTS

Reserve Policy
Reserve Policy Example

PRIOR DISCUSSION DATES

NA

AGENDA ITEM

Resolution 25-30: Financial Reserve Policy

PURPOSE

Adopt a Reserve Policy to establish minimum fund balance and reserve requirements to ensure financial stability for the City.

RECOMMENDATION

Admin./Finance Committee recommends approval

BACKGROUND

South Weber City faces potential financial challenges outside of the City's control, such as economic downturns, emergencies, or unforeseen expenditures. Currently, the City is in a strong financial position, yet establishing a Reserve Policy will ensure mitigation of potential financial burden.

Admin./Finance Committee and staff prepared a Reserve Policy implementing state code and Government Financial Officers Association's (GFOA) best practices.

ANALYSIS

The proposed Reserve Policy establishes target levels for the various City Funds. Adoption of this policy will reinforce sound fiscal management, increase transparency, and strengthen the City's resilience to potential risks. Attached is an example utilizing FY 2024 Audited data and FY 2025 Unaudited data.

- **General Fund Reserves:** Maintain between 25-35% of total revenues, consistent with UCA 10-6-116 and GFOA best practices.
- **Capital Projects Fund Reserves:** Maintain between minimum of 50% of the 10-year average expenditures to protect against sales tax volatility and ensure funding for major capital projects and needs.
- **Enterprise Fund Reserves:** Maintain 180 days of operating expenses, plus a goal of 100% of the 10-year average capital expenses. Reserves are to be used for emergency or long-term projects.
- **Recovery Plan:** If reserves fall below minimums, a financial recovery plan will be developed and approved by City Council.
- **Safeguards:** Any fund with 3 consecutive years of decline must have a Recovery Plan to reverse the trend.
- **Negative Fund Compliance:** State Code 10-6-117 requires a fund that ends in a negative balance to budget 5% of revenues the following year to remediate the negative balance.

Reserve Policy Example

The purpose of this example shows the impacts of the Reserve Policy compliance as related to fiscal years 2024 and 2025. **All data points related to FY 2025 are unaudited and are subject to change.**

Note: In relation to the Reserve Policy, all funds are in compliance with their appropriate targets.

General Fund

State code allows a minimum of an unrestricted fund balance of 5% up to 35% of total revenues. The Reserve Policy sets a goal of no less than 25%.

		2024	2025
	Total Revenues	4,090,095	4,880,153
City Minimum	25%	1,022,524	1,220,038
Maximum	35%	1,431,533	1,708,054
Minimum	5%	204,505	244,008
	Fund Balance	2,588,594	3,101,460
	Restricted	(1,218,644)	(1,644,072)
	Unassigned	1,369,950	1,457,388
Percentage		33%	30%

Capital Projects Fund

Due to the nature of the Capital Fund, a 10-year average is used to determine minimums and expectations. The Reserve Policy sets a minimum of 50%.

		2024	2025
	10-Year Avg.	852,075	892,893
City Expectation	200%	1,704,150	1,785,786
City Expectation	100%	852,075	892,893
City Minimum	50%	426,038	446,447
	Unrestricted	1,659,556	1,908,518
Percentage		195%	214%

Enterprise Funds

For all Enterprise Funds, the Reserve Policy sets expectations to have 180 days of operating expenses and 100% of a 10-year average of each fund's capital projects. This excludes restricted funds and 75% of one-time use of bonds, donations, and grants.

Water Fund

	2024	2025
180 Day Op. Expenses	837,406	773,437
10-Yr. Capital Avg	366,597	396,766
City Minimum	1,204,003	1,170,203
Unrestricted	2,498,156	2,881,511
Percentage	207%	246%

Sewer Fund

	2024	2025
180 Day Op. Expenses	547,212	892,015
10-Yr. Capital Avg	8,463	79,039
City Minimum	555,675	971,054
Unrestricted	4,604,580	3,916,569
Percentage	829%	403%

Sanitation Fund

	2024	2025
180 Day Op. Expenses	292,324	256,943
10-Yr. Capital Avg	-	-
City Minimum	292,324	256,943
Unrestricted	546,731	513,026
Percentage	187%	200%

Storm Drain Fund

	2024	2025
180 Day Op. Expenses	284,975	160,094
10-Yr. Capital Avg	18,070	22,370
City Minimum	303,045	182,464
Unrestricted	1,039,192	1,070,368
Percentage	343%	587%

RESOLUTION 25-30**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL
ADOPTING A FINANCIAL RESERVE POLICY**

WHEREAS, South Weber City Council is conscientiously seeking to be frugal in its fiscal responsibilities and ensure financial stability; and

WHEREAS, the Admin Finance Committee drafted a reserve policy following state code and Government Financial Officers Associations' (GFOA) best practices; and

WHEREAS, the policy specifically establishes target levels for the specific city funds and promotes sound fiscal management, transparency, and resilience;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:

Section 1. Adoption: The attached policy in **Exhibit 1** is hereby adopted and will serve to guide future financial decisions by South Weber City Council.

Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

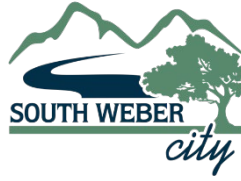
PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 23rd day of September 2025.

Roll call vote is as follows:

Council Member Halverson	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Dills	FOR	AGAINST
Council Member Davis	FOR	AGAINST
Council Member Winsor	FOR	AGAINST

Rod Westbroek, Mayor

Attest: Lisa Smith, Recorder



South Weber City Fund Balance & Reserves Policy

Purpose Statement

Governmental entities have a unique responsibility to minimize potential disruptions to the essential services they provide, and as such, it is important to put in place policies designed to aid the continuity of services. Local governments can experience much volatility in their financial stability due to the economy, natural disasters, unfunded legislative mandates, etc. Sound financial management includes the practice and discipline of maintaining adequate reserve funds for known and unknown contingencies. Such contingencies include but are not limited to: operating cash flow requirements, economic uncertainties including downturns in the economy, local emergencies and natural disasters, loss of major revenue sources, unanticipated operating or capital expenditures, uninsured losses, future capital projects, and capital asset and infrastructure repair and replacement.

Reserve funds are a portion of the City's equity position (e.g. fund balance or net position) that is set aside for future projects, operations, or as a hedge against risk. The Government Finance Officers Association (GFOA) states that reserves: "serve as a bottom-line measure to help determine the extent to which structural balance goals are being achieved... If reserves are maintained at their desired levels, it is an indication that the organization is maintaining a structurally balanced budget. If reserves are declining, it may indicate an imbalance in the budget (e.g., if reserves are being used to fund on-going expenditures)." *GFOA Best Practice: Achieving a Structurally Balanced Budget.*

Equity balance reserves (e.g. operating reserves, rainy-day/contingency funds, or repair & replacement funds) are a prudent fiscal policy and an important factor in the analysis of fiscal and management responsibility. The establishment of prudent financial reserve policies is important to ensure the long-term financial health of South Weber City (the City) and the continuity of its operations.

1. Equity Reserve Target Levels & Conditions for Use of Reserves

a. General Fund

Reserve Target Level

- 1) At the end of each fiscal year, the City will maintain a reserved portion of unrestricted fund balance between 30 and 35%, no less than 25%, of General Fund "Total Revenues" for the current fiscal period.

Reserve Conditions of Use

- 1) Should the actual amount of reserves fall below 25%, the City shall create a detailed financial plan to restore balances to the minimum requirements within three (3) fiscal years. The plan will be prepared and submitted for City Council approval in conjunction with the annual budget. Progress toward reserve replacement will be provided at

RES 25-30 Exhibit 1

least annually to the City Council.

- a. In restoring reserves to the targeted range the City's financial plan must include measures that do not jeopardize long-term capital plans or asset useful lives. Short-term reductions in infrastructure or asset maintenance expenditures at the expense of asset longevity will not be considered.
- 2) The use of reserves shall be limited to unanticipated and non-recurring needs. Reserve balances shall not be used under normal operating conditions.

b. Capital Projects Fund

Reserve Target Level

- 1) At the end of each fiscal year, the City will maintain a reserved portion of unrestricted fund balance between 100% and 200%, no less than 50%, of the average of the last ten (10) fiscal years' Capital Projects Fund total expenditures.

Reserve Conditions of Use

- 1) Should the actual amount of reserves fall below 50%, the City shall create a detailed financial plan to restore balances to the minimum requirements within five (5) fiscal years. The plan will be prepared and submitted for City Council approval in conjunction with the annual budget. Progress toward reserve replacement will be provided at least annually to the City Council.
 - a. In restoring reserves to the targeted range the City's financial plan must include measures that do not jeopardize long-term capital plans or asset useful lives. Short-term reductions in infrastructure or asset maintenance expenditures at the expense of asset longevity will not be considered.
- 2) The use of reserves shall be limited to unanticipated and non-recurring needs, such as emergencies, change orders, etc. Reserve balances shall not be used under normal operating conditions. Reserve balances shall not be used for recurring small to moderate capital asset/infrastructure lifecycle replacement.

c. Enterprise Funds

Reserve Target Level

- 1) At the end of each fiscal year, each City enterprise fund will maintain a reserved portion of "Unrestricted Net Position" no less than one hundred eighty (180) days of its total operating expenses, with a goal of an additional 100% of the average of the last ten (10) fiscal year's capital expenses.
- 2) If possible, Capital Projects will be deferred instead of using reserve funds.

Reserve Conditions of Use

- 1) Should the actual amount of reserves fall below the minimum, the enterprise fund shall create a detailed financial plan to restore balances to the minimum requirements as soon as possible but no longer than five (5) fiscal years. The plan will be prepared and submitted for City Council approval in conjunction with the annual budget. Progress toward reserve replacement will be provided at least annually to the City Council.
- 2) The use of operating reserves shall be limited to unanticipated and non-recurring needs.

RES 25-30 Exhibit 1

Reserve balances shall not be used under normal operating conditions.

- 3) The use of the capital reserves within the enterprise funds will only be considered for infrastructure/asset projects with greater than a 20-year lifecycle or emergency/natural disaster situation.

Reserve Target Level Exception

Should the City Council and management determine that, based on available data, a specific enterprise fund cannot operate at the minimum and still maintain the reserves described above, the following will apply:

- 1) At least annually a report will be given to the City Council regarding the financial status of that fund.
- 2) As part of the annual budget process for that fund, all revenues and expenses will be reviewed in detail to evaluate all potential opportunities for financial improvement of the operations.
- 3) Any type of subsidy plan, ongoing or one-time, must be reviewed and approved by the City Council in a City Council meeting. Also, any ongoing subsidy must be reevaluated by the full City Council annually.

2. **Equity Balance Decline Policy**

One of the main indicators of the financial health of any operation is whether the equity balance is increasing or decreasing. The GFOA has stated: "The key consideration in analyzing net position is not so much the amount itself, as the direction and speed at which it is either increasing or decreasing." *GAFFR page 807*

As an additional safeguard against financial deterioration, an annual fund balance and net position trend analysis will be performed, and a report given to the City Council. Any City fund that has three consecutive fiscal years of declining fund balance or net position will go through the following:

- i. Management shall create a detailed financial plan to reverse the negative trend within two (2) fiscal years. The plan will be prepared and submitted for City Council approval in conjunction with the annual budget.
- ii. Progress toward trend reversal will be provided at least annually to the City Council.

Under no circumstances is any fund of the City allowed to have more than five consecutive years of declining equity balance.

3. **Negative Equity Balance Policy**

The guidance of State Code 10-6-117 will be implemented if any fund of the City should have a negative equity position at the close of the fiscal year. That guidance requires that 5% of the total revenue of that fund's last completed fiscal year be budgeted in the subsequent year to remediate the deficit position.

4. **Equity Balance & Reserves Policy Adoption**

The City's policy shall be adopted by ordinance of the City Council. Any modifications to the policy must also be approved by the City Council

5. **Statement of Target Reserve Rationale**

RES 25-30 Exhibit 1

i. **General Fund**

The City's General Fund is the chief operating fund of the City and provides essential services such as: executive, legislative, and administrative roles; street maintenance and snowplowing; public safety; etc.. As this fund is of such a critical nature to the overall operations of the City and potential interfund dependence on its operations, the reserve policy must be more demanding than other funds of the City.

The GFOA recommends that governments maintain a minimum unrestricted equity balance (i.e. ACFR categories of "assigned", "committed", and "unassigned" fund balance) in the General Fund of "no less than two months of regular general fund operating revenues or regular general fund operating expenditures". *GFOA Best Practice: Fund Balance Guidelines for the General Fund*. Additionally, Utah State code requires a General Fund minimum fund balance of 5% and a maximum fund balance of 35% of total General Fund revenues for the current fiscal period (U.C. 10-6-116(2) & (4))

ii. **Capital Projects Fund**

The Capital Projects fund is an extension of the General Fund operations as it funds the major infrastructure and equipment needs of all the General Fund departments. This fund's revenue is almost exclusively derived from sales tax revenues, which is subject to significant year-to-year fluctuations depending upon the economy and potential legislation.

Due to the critical nature to the overall operations of the City and potential interfund dependence on its operations, the reserve policy for the Capital Projects Fund must be more robust than other funds of the City.

iii. **Enterprise Funds**

The City's enterprise funds (e.g. Water, Sewer, Storm Drain, etc.) are used to account for the City's operations that are financed and operated in a manner like private businesses. The goal of each enterprise fund is to cover all operating and capital expenses with customer/user fees. Occasionally, this financial self-reliance goal cannot always be achieved due to economic and market factors; however, working towards these targeted reserves should be a part of the annual budgeted process.

6. **Target Reserve Calculation Examples**

To illustrate the intent behind the reserve policies outlined, the following calculated examples are provided:

iv. **General Fund**

For Fiscal Year 2024 (FY2024) the 25% to 35% range of reserve would have been from \$1,022,524 to \$1,431,533. For FY2024, the 5% minimum would have been \$204,505.

v. **Capital Projects Fund**

For FY2024, the 10-year average of capital projects expenditures was \$450,000.

vi. **Enterprise Fund**

For FY2024, 180 days operating expenses and the 10-year average of capital project expenditures were as follows:

- Water Fund 180-day reserve – \$837,406 (50% of \$1,674,812 annual operating expenses)
- Water Fund capital reserve – \$357,340

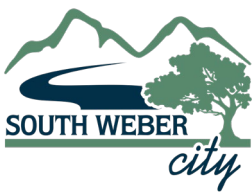
RES 25-30 Exhibit 1

- Sewer Fund 180-day reserve – \$547, 211 (50% of 1,094,423 annual operating expenses)
- Sewer Fund capital reserve – \$8,463
- Sanitation Fund reserve – \$292,324
- Sanitation Fund capital reserve – \$0
- Storm Drain Fund reserve – \$284,975 (50% of \$569,950 annual operating expenses)
- Storm Drain Fund capital reserve - \$9,938
- Total six-month (180 days) operating reserve across all Enterprise Funds was \$1,9,61,917.

**Information gathered from FY2024 Budget Audit, Statement of Revenues, Expenses.*

7. Policy Definitions & Implementation Clarifications

- vii. For the General and Capital Projects Funds, “unrestricted fund balance” includes the Annual Comprehensive Financial Report (ACFR) categories of “committed”, “assigned”, and “unassigned” fund balance.
- viii. The General Fund and Capital projects fund reserves would show up in the ACFR as “committed” fund balance. This follows GASB statement 54.
- ix. The General Fund “Total Revenues” are already calculated in the annual ACFR and would exclude “Other Financing Sources” such as the Light & Power transfer, sale of capital assets, etc.
- x. The Capital Project’s reserve policy refers to the “average fiscal years of Capital Projects Fund total expenditures”. This will be calculated using a rolling average of total actual expenditures of the current and past nine fiscal years (i.e. ten-year average). We will exclude from this average 75% of capital expenditures that are funded entirely by one-time revenue sources (e.g., bonding, donations, or grants). The remaining 25% will be included in the average to ensure future replacement of those assets can be properly funded.
- xi. The Enterprise Funds reserve policy refers to the “Unrestricted Net Position”. This is a segment of each fund’s equity balance (i.e. net position) and is the “Unrestricted Net Position” balance as calculated in the annual ACFR.
- xii. The Enterprise Funds reserve policy refers to the “average fiscal year capital expense”. This will be calculated using a rolling average of actual capital expenses of the current and past nine fiscal years (i.e. ten-year average). We will exclude from this average 75% of capital expenditures that are funded entirely by one-time revenue sources (e.g., bonding, donations, or grants). The remaining 25% will be included in the average to ensure future replacement of those assets can be properly funded.
- xiii. When calculating any of the reserve amounts and presenting them in the ACFR, the reserves will be rounded to the nearest thousandth.



7 Cybersecurity
CITY COUNCIL MEETING
STAFF REPORT

MEETING DATE

September 23, 2025

PREPARED BY

David Larson

City Manager

ITEM TYPE

Legislative

ATTACHMENTS

Published RFP

Technical Responses for
Interviewed Companies

PRIOR DISCUSSION DATES

None

AGENDA ITEM

Award New Cybersecurity and IT Provider

PURPOSE

Select a company to perform IT Services for the City

RECOMMENDATION

Staff recommends contracting with Tech Legion for IT & Cybersecurity services

BACKGROUND

ExecuTech has provided South Weber City's IT service for many years. Company representatives met with City staff recently and explained that their service delivery and pricing model is changing, which solidified a desire from staff to test the market to see what other options are available to the City for this service.

Prior to issuing a Request for Proposals (RFP), staff met with multiple IT companies to research and gain a better understanding of the types of services and delivery models in the market.

The RFP was published on August 5, 2025. Eight companies submitted proposals by the August 29 deadline – CompuTech, Consultadd, ETS, Onward Technology, ProCloud SaaS, Tech Legion, TriBuilt, and TurnPikeAnalyst LLC.

ANALYSIS

A review committee consisting of the City Manager, Administrative Services Director, City Recorder, and Community Relations Assistant, reviewed the proposals for overall quality, specifically evaluating them based on cost (35%), narrative of approach (35%), past performance (15%), and company background (15%).

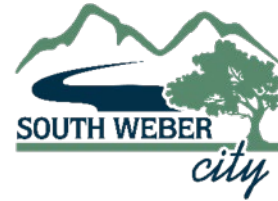
Proposals were received in two parts: technical & financial. The technical proposal was evaluated separately from the financial proposal. The submission with the lowest proposed price received 100% of the price points (35). All other submissions received a portion of the total cost points based on what percentage higher their proposed price was than the lowest proposed price. Total scores received are below:

Company	TOTAL
Tech Legion	95
ETS	87

CompuTech	77
Onward Technology	69
Consultadd	51
TriBuilt	52
TurnPikeAnalyst LLC	40
ProCloud SaaS	37

Based on the committee's evaluated proposal scores, the top 3 scoring companies were selected for in-person interviews – CompuTech, ETS, and Tech Legion. Interviews were conducted by the committee members on Thursday, September 11.

Based on the written proposals and in-person interviews, the review committee unanimously recommends selecting Tech Legion for IT & Cybersecurity services based on their having the lowest cost, personalized local response, desired service delivery approach, high level IT & cybersecurity knowledge, and quality references/past performance.



REQUEST FOR PROPOSALS (RFP)

Cybersecurity and IT Support Services for South Weber City

Issue Date: August 5, 2025

Submission Deadline: August 29, 2025 @ 12:00pm

Submit to: David Larson, Dlarson@southwebercity.gov

I. INTRODUCTION

The City of South Weber, Utah, is seeking proposals from qualified vendors to provide comprehensive cybersecurity and IT support services. A successful bidder will help improve our cybersecurity practices, enhance our IT systems, and ensure compliance with state requirements. The contract will be awarded to the highest scoring, responsive and responsible submittor.

This RFP outlines the requirements and expectations for the services to be provided. South Weber employs approximately 72 part-time and 21 full-time and two temporary employees. It employs additional seasonal staff as needed.

All inquiries must be made no later than August 15, 2025 by 12:00pm, with responses given no later than August 22, 2025 by 12:00pm. Any answers to questions that are provided during the inquiry period shall be incorporated into and considered part of the RFP.

South Weber City invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a single organization or with a single organization with a subcontract to provide cybersecurity and IT managed services for South Weber City, beginning on October 1, 2025, or at the execution date of the awarded contract.

II. OVERVIEW OF THE CURRENT SOUTH WEBER CITY IT ENVIRONMENT

- South Weber Point of contact?

South Weber currently has one employee assigned to oversee the IT and cybersecurity environment and troubleshoot minor technological problems. Among other responsibilities, this employee is responsible for coordination between contracted providers and staff members.

- How many users?

50 in person

- How many locations do users work from?

South Weber has four primary office locations – City Hall, Public Works Facility, Fire Station, and the Family Activity Center. Employees in the city regularly perform in-field operations within South Weber.

- How many computers?

23 laptops, 4 desktops, 9 tablets

- Is it a PC environment?

Yes, this is a PC environment.

- How many servers?

There is 1 server being utilized throughout the City's departmental infrastructure. This server is physical and is also used by the Recreation and Public Works departments in other buildings.

- Where is the physical server located?

City Hall

- What is the backup process?

Our server is backed up monthly with Acronis through on-site and cloud backup.

- How current is the hardware and software?

Server hardware age is unknown. Most of the software falls into the manufacturer support window.

- Are there any ad hoc or custom solutions that have been implemented that a vendor should be aware of?

South Weber City uses common industry hardware and software. Dell PCs, Dell servers, Sophos firewalls, Windows OS and Windows Server software. Some 3rd party vendors may use proprietary software or hardware, but those vendors are responsible for their hardware and software.

- What firewalls and protections are in place?

South Weber City currently utilizes Sophos for its firewall and protection needs. However, staff are exploring alternative options.

III. SCOPE OF WORK

3.1 Cybersecurity Services

The vendor shall:

- a. Enhance Cybersecurity Practices:
 - a. Implement best practices for cybersecurity.
 - b. Develop strategies to help the city become more self-sufficient in managing cybersecurity.
- b. Cybersecurity Training and Compliance:
 - a. Ensure compliance with state cybersecurity and privacy requirements.
 - b. Recommend and implement training programs, including state-supplied KnowB4.
 - c. Utilize and implement SentinelOne, as supplied by the state.
- c. Endpoint Protection:
 - a. Deploy antivirus, anti-malware, and encryption to secure all city computers, laptops, mobile devices, and other endpoints.
- d. Firewall and Intrusion Detection:
 - a. Install and manage firewalls and intrusion detection/prevention systems to defend against cyberattacks.
- e. Data Encryption:
 - a. Ensure the encryption of sensitive communications, files, and data, especially on mobile devices and laptops.
- f. Multi Factor Authentication (MFA):
 - a. Implement MFA across city systems and applications to enhance security.
- g. Security Monitoring:
 - a. Provide 24/7 real-time network monitoring for cyber threats and suspicious activity.
- h. Incident Response and Recovery:
 - a. Develop and execute incident response plans, including strategies for data breaches and recovery procedures.
- i. Vulnerability Assessments and Penetration Testing:
 - a. Conduct regular assessments to identify and address security vulnerabilities within the city's IT infrastructure.
- j. Security Policies and Procedures:
 - a. Collaborate with the Privacy Officer to establish and enforce policies for data protection, incident response, password management, etc.
 - b. Assist the city in managing cyber liability insurance requirements.

3.2 General IT Services

The vendor shall provide integrated IT services, working in coordination with cybersecurity requirements:

- a. Network and Infrastructure Management:
 - a. Manage the installation, maintenance, and monitoring of the city's network infrastructure, including routers, switches, and firewalls.
 - b. Ensure reliable internet and Wi-Fi connectivity across city offices, public spaces, and municipal buildings.

- c. Maintain data centers and cloud services to ensure uptime and data redundancy.
 - d. Support SCADA systems for critical infrastructure such as water, power, and traffic control.
 - e. Provide secure remote access solutions, including VPN setup and maintenance for offsite employees.
- b. Software and Systems Support:
 - a. Provide staff training to understand and utilize Microsoft capabilities effectively.
 - b. Avoid overspending on redundant software services.
 - c. Install, update, and troubleshoot various software programs used by city departments (GIS, financial systems, CRM, etc.).
 - d. Manage software licenses, with the vendor responsible for purchasing Microsoft licenses and assisting in monitoring all licenses to reduce costs and ensure compliance.
 - e. Maintain Acronis data backup system (cloud and on-premises) for disaster recovery plans to ensure business continuity.
 - f. Regularly update software and operating systems with patch management to improve stability and security.
 - g. Manage user permissions and access control across city systems.
 - h. Support and secure city email servers, chat systems, and communication platforms.
- c. Website and Domain Management:
 - a. Manage the backend of the city's website, ensuring stability, security, and optimal performance.
 - b. Provide support for a seamless transition of DNS records.
 - c. Provide additional support for the city's recent domain switch from .com to .gov.
- d. Telecommunications and Collaboration Tools:
 - a. Maintain infrastructure and provide technical assistance for city-wide phone systems.
 - b. Offer technical support for audio-visual and conferencing systems used for city meetings, public hearings, and emergency communications.
 - c. Provide support to staff using cloud-based collaboration platforms (e.g., Microsoft Teams, Slack, Google Workspace) to enhance cross-departmental communication and collaboration.
- e. Compliance and Auditing:
 - a. Ensure compliance with data privacy regulations (e.g., GDPR, CCPA, HIPAA) to protect citizen information.
 - b. Provide regular audits and reporting to ensure regulatory compliance and prepare management reports.

3.3 IT Support Services

The vendor shall provide:

- a. Service Desk Support:
 - a. Proposals shall only be accepted from companies that have physical locations in the State of Utah and provide in-person and local services.
 - b. Provide 24/7/365 support for all IT-related issues, with emergency on-site responses within 3 hours.
 - c. Offer both remote troubleshooting and scheduled on-site visits for hardware repairs, system setups, or urgent technical issues.
- b. Senior Engineering and On-Site Support:
 - a. Deliver antivirus, spam filtering, and ransomware protection.
 - b. Conduct periodic quality assurance reviews and utilize remote monitoring management (RMM).
 - c. Provide in-depth system management, updates, backups, and antivirus monitoring.
 - d. Offer automatic updates, patch management, inventory management, and network health reporting.
 - e. Assist with software purchase and license control, specifically for Microsoft Office products.
 - f. Implement automated system management and repairs, with remote access capabilities for seamless support.
 - g. Manage escalated support tickets, server troubleshooting, and server-side/0365 configurations.
- c. Onboarding and Offboarding:
 - a. Set up IT systems for new employees, including email accounts and software access, ensuring a smooth onboarding process.
 - b. Securely offboard departing employees to maintain security and data integrity.
- d. Asset Tracking and Management:
 - a. Maintain a system for tracking IT hardware (computers, printers, mobile devices, etc.) and ensure regular maintenance and upgrades.

IV. SUBMISSION REQUIREMENTS

4.1 Company Information

- a. Company name, address, and contact information.
- b. Brief history and overview of the company.
- c. Description of experience in providing similar services.

4.2 Technical Proposal*

*Any submissions that are created by Artificial Intelligence (AI) shall be rejected immediately.

If the proposing entity's submission includes a secondary or subcontract type consultant, the technical proposal must outline and define how that technical support system will logistically function. The technical proposal must, at minimum, include the following information:

- a. Describe the approach of onboarding South Weber City. Detail the approach to meet the cybersecurity and IT support requirements.
- b. Define and describe support process including standard of resolutions, resolution turnaround times, and closing tickets.
- c. Explain escalation procedure including how escalated support tickets are handled.
- d. Explain the integration between cybersecurity and IT services.
- e. List proposed services and licenses.
- f. Describe training programs and compliance strategies.
- g. List any additional beneficial services offered.

4.3 Financial Proposal

The cost proposal should be sent separately, and will be considered separately, from the technical proposal.

- a. Detailed cost breakdown for services provided.
 - a. Initial setup fee and implementation costs.
 - b. Cost to migrate existing Microsoft Basic licenses to Government licenses.
 - c. The annual maintenance cost itemized by
 - i. Cybersecurity Services
 - ii. General IT Services
 - iii. IT Support Services
- b. Explanation of how the cost will be allocated across the assorted services provided.
- c. Clear outline of pricing structure, including any one-time fees, recurring fees, and potential additional costs.

4.4 Past Performance

- a. South Weber requires that an employee from the selected company be assigned as the primary point of contact for the City. (This employee will be subject to background checks)
- b. Provide 3 to 5 references (Name, Contact Phone, & Contact Email) of similarly sized customers (e.g., government, special district, not-for-profit).
- c. Provide a summary of services for each reference. Services should be within the last 5 years.

4.5 Experience

Provide resumes detailing cybersecurity and IT support experience of employees.

V. EVALUATION CRITERIA

The evaluation will consider cost (35%), narrative of approach (35%), company background (15%), and past performance (15%).

Proposals will be evaluated based on the following criteria:

- a. Demonstrated experience and expertise in cybersecurity and IT support.
- b. Comprehensive and clear approach to meeting the RFP requirements.
- c. Cost-effectiveness and value for money.
- d. Ability to work within the specified budget.
- e. Quality of training and compliance strategies.
- f. Integration and synergy between cybersecurity and IT services.

Cost will be evaluated using the following formula: Points assigned to each submission will be based on the lowest proposal price. The submission with the lowest proposal price will receive 100% of the price points. All other submissions will receive a portion of the total cost points based on what percentage higher their proposed price is than the lowest proposed price. The formula to compute the points is: $\text{Cost Points} \times (\text{Lowest Proposed Price} / \text{Proposed Price})$.

The City may choose to interview any or all applicants for proposals or presentations. Selected vendors may be required to participate in an interview and/or demonstrate their proposed solutions. The city will notify vendors of the schedule and format for these interviews and demonstrations.

VI. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format to David Larson at Dlarson@southwebercity.gov by August 29, 2025, by 12:00pm. The subject line of the email should include "RFP Cybersecurity & IT Proposal Submission."

Late submissions will not be considered.

VII. ANTICIPATED TIMELINE*

RFP Issued – August 5, 2025

Questions Due – August 15, 2025

Answers Provided – August 22, 2025

Proposals Due – August 29, 2025

Contract Award (through City Council) – September 9, 2025 or September 23, 2025

* Anticipated timeline is subject to change

VIII. QUESTIONS

Submission of questions must be emailed to Dlarson@southwebercity.gov. The subject line of the email should include "Question on RFP Cybersecurity & IT Proposal." Questions must be submitted by August 15, 2025 at 12:00pm.

IX. TERM OF CONTRACT

9.1 Term of Contract

The initial contract term shall commence on a signed contract for one year. The City, at its sole discretion, may renew the contract for additional one-year terms.

9.2 Payment Terms

The vendor shall submit invoices to the City monthly. Invoices shall include a detailed description of the services provided. The City shall pay undisputed invoices within 30 days of receipt. Any disputed amounts will be communicated to the Vendor within 15 days of receipt of the invoice. The City reserves the right to withhold payment for services not performed to its satisfaction.

9.3 Confidentiality and Data Protection

Vendor agrees to maintain the confidentiality of all information obtained from the City while performing the services and shall not disclose such information to any third party without the City's prior written consent. The vendor shall comply with all applicable data protection laws and regulations in handling the City's data.

9.4 Compliance with Laws and Regulations

The vendor shall comply with all applicable federal, state, and local laws, regulations, and ordinances in the performance of this contract.

X. EXPERIENCES AND REFERENCES

Vendors must provide a summary of their experience with similar projects and contact information for at least three references who can attest to the vendor's qualifications and performance.

XI. FINANCIAL STABILITY

Vendors must provide proof of financial stability, such as financial statements from the past three years or a letter from a financial institution.

XII. FORMAT AND CONTENT

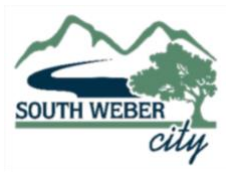
- a. Proposals must be formatted as specified in this RFP and include all required forms and templates. Proposals must be clear, concise, and well organized.
- b. Proposals must be submitted in a pdf format.
- c. All proposals shall be no more than 5 pages.

XIII. ADDITIONAL REQUIREMENTS

Vendors must maintain the following minimum insurance coverage:

- a.* General Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- b.* Professional Liability Insurance with minimum limits of \$1,000,000 per claim and \$2,000,000 aggregate.
- c.* Workers' Compensation Insurance as required by state law.
- d.* Vendors must provide proof of insurance coverage upon request and notify the City of any changes in coverage.

We look forward to receiving your proposal and thank you for your interest in partnering with South Weber City!



Request for Proposal RFP: Cybersecurity and IT Support Services for South Weber City

8/27/25

City of South Weber
David Larson
7365 S 1375 E
South Weber, UT 84405

Dear David,

Thank you for considering Tech Legion! We are excited to offer you a proposal for Cybersecurity and IT support while introducing you to the Intermountain West's leading outsourced IT provider. With an impressive 99% customer retention rate, 15 years of expertise, and an unrivaled reputation, we are confident you will find our services exceptional.

What sets Tech Legion apart from the competition is our personalized service, our understanding of city regulatory frameworks, security protocols, and municipal IT needs.

Recommended by over 130 companies and municipalities, we have designed or rebuilt more than 100 municipal networks across the West with all 25 Tech Legion employees already CJIS and Red Flags certified due to our work with other municipalities and police departments.

Tech Legion is committed to providing the full scope of services outlined in this proposal. We are prepared to partner closely with South Weber City to deliver reliable, cost-effective, and future-ready IT solutions and support.

We look forward to the opportunity to serve as a trusted technology partner and contribute to the long-term success of the South Weber City.

Best Regards,



TYLER SCHLAPPI
DIRECTOR OF SALES

435-469-0769
techlegion.com



4.1 Company Information

a. Company name, address, and contact information.

Tech Legion, 1314 W 11400 South Jordan, UT Suite 160. Tyler Schlappi tschlappi@techlegion.com
435-469-0769

b. Brief history and overview of the company.

Tech Legion is a trusted IT service provider that has been serving customers for over 18 years. With over 100 years of combined experience from our dedicated staff our team is very capable to support any size of municipality. We prioritize customer service and aim to resolve all issues within the same day, minimizing disruptions. Support is available 24/7 via email, text, and phone. Recognizing that cities are often targets of cyberattacks, we prioritize security across all systems with proactive measures to safeguard the City's data and networks. Our reliable backup systems ensure that critical data remains secure and recoverable. Furthermore, we are experienced in working with city departments to understand their unique technology needs and implement efficient, secure systems to enhance productivity and streamline operations.

We recognize that every department plays a vital role in the city's ecosystem. However, we also understand that police departments carry the unique responsibility of protecting both citizens and sensitive data. That's why all Tech Legion technicians are BCI-approved, ensuring they meet the standards required to support law enforcement environments.

We operate a BCI-approved data center, delivering secure and cost-effective solutions to safeguard critical municipal data. As one of the few IT providers in the Intermountain West specializing in FTC Red Flags Rule compliance, we are uniquely positioned to enhance your cybersecurity posture and support the city's evolving infrastructure needs.

c. Description of experience in providing similar services

Tech Legion offers the same IT services for multiple cities over the last 18 years to ensure seamless operations for the city. Our **IT Support & Helpdesk** provides responsive remote and on-site support to minimize downtime. We manage and upgrade **Network & Infrastructure**, including firewalls, switches, servers, and wireless networks for optimal performance and security. Our **Cybersecurity & Compliance** practices align with **CJIS/UCJIS**, Red Flags, **HIPAA**, and other municipal standards, covering patch management, antivirus, and logging. **Backup & Disaster Recovery** ensures critical data is regularly tested and protected. We offer **Email & Collaboration** services with G suite or Microsoft licensing, support, and staff training. Our **Project Management** handles IT initiatives such as server upgrades and network redesigns.

4.2 Technical Proposal

a. Describe the approach of onboarding City of South Weber. Detail the approach to meet the cybersecurity and IT support requirements.

Tech Legion will begin onboarding and take over the management of the IT network and the cybersecurity as soon as an agreement is signed and goes into effect.

Phase 1: Discovery & Planning (Week 1)

Goal: Understand existing environment, define scope, and reduce surprises.

- Conduct kickoff meeting with City stakeholders
- Inventory current systems: servers, workstations, software, network devices
- Review existing policies, licenses, vendors, and security controls
- Identify known pain points and critical systems (e.g., permitting, public records access)



- Establish communication protocols and points of contact

Phase 2: Onboarding & Documentation (Weeks 1-2)

Goal: Centralize knowledge, ensure continuity, and prepare for hands-on transition.

- Deploy remote monitoring and management (RMM) tools
- Document credentials, warranties, licensing, ISP/firewall configurations, etc.
- Begin backup validation and local/remote backup setup
- Initiate password rotation and admin credential audits
- Set up asset inventory and software tracking

Phase 3: Stabilization & Optimization (Weeks 3)

Goal: Address gaps, reduce vulnerabilities, and improve performance.

- Implement basic cybersecurity measures (MFA, patching, antivirus, DNS filtering)
- Tune or replace outdated backup and monitoring systems
- Evaluate network reliability (Wi-Fi, switching, firewall rules)
- Begin policy updates (Acceptable Use, Password, Email Retention, etc.)
- Remediate any critical security or performance issues

Phase 4: Strategic Alignment & Ongoing Support (Week 4 onward)

Goal: Shift from reactive to proactive IT operations with ongoing improvement.

- Begin monthly IT reporting and quarterly strategy meetings
- Set up ticketing system access for staff and define escalation paths
- Assist with future planning (hardware lifecycle, software needs, cloud options)
- Provide staff training on basic cybersecurity and IT protocols

b. Define and describe support process including standard of resolutions, resolution turnaround times, and closing tickets.

Response Time Goals:

Priority	First Response	Action Start	Resolution Target
High	Within 15 min	Immediate	1–4 hours
Medium	Within 1 hour	Same day	4–12 hours
Low	Within 4 hours	Within 1 day	24–48 hours

c. Explain escalation procedure including how escalated support tickets are handled.

Support Request Procedures

Step 1: Request Submission

Staff and administrators can submit service requests through multiple channels:

- Email: support@techlegion.com
- Phone/Text: 801-784-0005

Each request is automatically logged into our Help Desk system (Freshdesk) and assigned a unique ticket ID.

Step 2: Ticket Intake & Triage

- Help Desk Coordinator reviews and categorizes incoming requests by priority:
 - High (1): Major outage, critical system failure
 - Medium (2): Classroom/office disruption, staff unable to complete task
 - Low (3): Minor issue, general inquiry, or scheduled request

Step 3: Issue Resolution

- Tier 1 Technician handles common fixes (account access, device issues, software troubleshooting)
- If escalated, a Tier 2 or Onsite Technician steps in for complex or critical problems
- All work is documented in the ticket with time logs and status updates



Step 4: Communication & Follow-Up

- Requesters receive email or SMS updates as their ticket progresses
- Once resolved, tickets are closed with a summary and instructions (if applicable)
- A follow-up email is sent with an optional satisfaction survey and a reopen option if the issue persists

Proactive Follow-Up Procedures

- Weekly review of unresolved or aging tickets by the Support Manager
- Monthly reports to city leadership detailing:
 - Number of tickets submitted/resolved
 - Average response/resolution times
 - Any recurring issues or training needs

d. Explain the integration between cybersecurity and IT services.

Tech Legion provides IT and cybersecurity services through your assigned technician, supported by a team-based backup approach that ensures unified response and consistent communication for the City of South Weber. Our model blends day-to-day IT support with proactive cybersecurity practices, so every service interaction incorporates security awareness and risk reduction. In addition, we implement continuous monitoring, threat detection, and best-practice security controls—such as patch management, phishing defense, and endpoint protection—to safeguard systems and data. This integrated approach ensures that cybersecurity is not treated as a separate add-on, but as a core component of all IT services we deliver.

e. List proposed services and licenses.

- Helpdesk Services and Monitoring
- Data Security Solutions
- Virus Detection and Troubleshooting
- VoIP and ISP Vendor Management
- Hardware and Software Support/Procurement
- Strategic IT Policy Enforcement
- Employee Onboarding and Offboarding
- Preventive Maintenance and Detailed Reports
- Technical Leadership

f. Describe training programs and compliance strategies.

Ethan Higginson, Director of Client Solution and 8-year veteran of Tech Legion, would handle all training requests for the City of South Weber staff by using the following methodology:

- Gather input from staff via surveys, feedback forms, team meetings and tracking common issues using help desk tickets data
- Role-based training: Tailor content to different roles (admin, teachers, staff)
- Live workshops or webinars: Great for interactive Q&A and walkthroughs.
- Create job aids and cheat sheets: Provide quick-reference materials for daily use.
- Microlearning: Deliver short, focused lessons during team huddles or via email.
- Mentorship or peer support: Pair less experienced staff with IT-savvy colleagues.
- Onboarding: routine IT training during new hire orientation.
- Tech Legion manages all municipal networks so they are “Red Flags” compliant.
- Feedback collection: Use post-training surveys or informal check-ins.



g. List any additional beneficial services offered.

- Specialized project work (e.g., software or hardware upgrades, network expansions, migrations) at your IT service agreement rate
- Network cable installation and maintenance
- Access control and surveillance monitoring
- VoIP services
- Support for home offices of City staff
- Cloud Services including AWS and Microsoft Azure
- Fractional CTO

4.3 Financial Proposal – See Financial Proposal on Page X

4.4 Past Performance

a. South Weber requires that an employee from the selected company be assigned as the primary point of contact for the city. (This employee will be subject to background checks)

Tech Legion will assign a technician as your primary point of contact. All our technicians have to complete a background check every 18 months and are BCI compliant.

b. Provide 3 to 5 references (Name, Contact Phone, & Contact Email) of similarly sized customers (e.g., government, special district, not-for-profit).

Jeff Nielson – Finance Director - Salem City. jeff@saalemcity.org – 801-423-2770 ext 202

Seth Atkinson – City Administrator - Nephi City. – 435-623-0822 (Prefer's Phone call)

Shane Sorensen – City Administrator - Alpine City. ssorensen@alpinecity.org -801-763-6347

Dave Bunker – City Manager – American Fork. dbunker@americanfork.gov – 801-763-3000

Scott Darrington – City Manager – Pleasant Grove. sdarrington@pgcity.gov – 801-785-5045

c. Provide a summary of services for each reference. Services should be within the last 5 years.

Here is a summary of the services we provide for all our references listed above.

- **IT Support & Helpdesk** – support for staff, both remote and on-site, ensuring minimal downtime.
- **Network & Infrastructure Management** – Monitoring, maintenance, and upgrades for firewalls, switches, servers, and wireless networks.
- **Cybersecurity & Compliance** – Security best practices aligned with CJIS/UCJIS, Red Flags, HIPAA, and other municipal requirements. Includes patch management, antivirus, and logging.
- **Backup & Disaster Recovery** – Regular testing and implementation of backup solutions to keep critical systems and data safe.
- **Email & Collaboration** – Email licensing for either Gsuite or Microsoft, management, and training for city staff.
- **Project Management** – Planning and execution of IT projects such as server upgrades, phone system transitions, and network redesigns.
- **Onboarding & Documentation** – Comprehensive IT documentation and process onboarding for long-term sustainability.





// South Weber City

RFP Response for Information Technology Services

The following contains an **RFP Response** to provide excellent Information Technology Services for South Weber City located in Utah.



Eminent Technical Solutions, LLC | 1103 N 1600 W, Layton, UT 84041 | 801-758-7300

www.etscorp.com

City of South Weber
Attn: David Larson
1600 E. South Weber Drive
South Weber, UT 84405

August 29th, 2025

Dear David,

In order to assist South Weber City (South Weber) with its search for an IT Service Provider, Eminent Technical Solutions, LLC (ETS) is submitting the following response to South Weber's RFP.

Our approach is centered around our clients' unique needs where we solve the problems technology creates so you can enjoy the full capability and benefits of your city's technical infrastructure. We are confident that ETS will provide the level of support your organization needs to keep your technology running at peak performance. We guarantee your satisfaction.

The information contained within this proposal and good-faith cost estimations are valid for ninety (90) days following the proposal date. In the event that ETS is chosen to provide IT services for South Weber, an assessment of South Weber's IT infrastructure will be performed and discussed with South Weber's management team. If the original scope of work needs to be altered, ETS will work with South Weber administration to determine changes to the original cost estimates.

From all of us at ETS, we appreciate your time and consideration in reviewing our proposal.
Sincerely,

A handwritten signature in black ink, appearing to be 'S. Barrett', is located to the left of the ETS logo.



Scott Barrett
Chief Executive Officer

Mobile 801 550 9922
Office 801 784 5651
scott.barrett@etscorp.com

1103 N 1600 W Layton, UT 84041
www.ETSCorp.com

I. Company Information

We are a Layton, UT-based IT services team that's been supporting cities, schools, and special districts across the state for over 20 years. Being local means we can respond quickly on-site, and we understand the challenges cities face—tight budgets, compliance requirements, and the need for reliable systems that just work.

Our best marketing team are our current customers. We would love to supply you with a list of our current customers upon request.

Our mission is simple:

we solve the problems technology creates so that individuals, organizations, and communities can fully reap the benefits that technology offers.

We have deep experience with Microsoft 365, SentinelOne, Sophos, and compliance frameworks like CJIS and HIPAA. Our approach balances proactive planning with fast, hands-on support, so your staff gets immediate help and long-term improvements. You'll know our techs personally, not just as a faceless "help desk."

II. Technical Proposal

Migration Plan

As soon as the contract is in place, we'll start with a full IT audit—inventory, licenses, user structures, admin credentials, and cybersecurity. We'll work with your current provider to transfer access smoothly, rotate passwords, and back up configurations.

Within the first 30 days, we'll deploy monitoring agents, endpoint security, backups, and complete a baseline health review. Findings are shared in a transition report.

City Resources Needed

During the transition, we'll need secure access to credentials, a primary staff contact(s), and access to equipment rooms. Afterward, we'll ask for approval on budgeted purchases, participation in review meetings, and a heads-up on operational changes.

Support Team & Interaction

South Weber will have a dedicated Account Manager who meets with leadership monthly or quarterly. If desired, we'll also handle vendor communication (internet, software, cameras, etc.).

Ongoing Services

We provide (but are not limited to):

- Backup & disaster recovery
- Technology planning with a five-year roadmap
- Network, wireless, and VoIP design
- Real-time monitoring of systems
- Procurement and license management
- User onboarding/offboarding
- Warranty, patching, and PC lifecycle support

Servers & Hardware

We've managed hundreds of servers for municipalities, covering Active Directory, DNS, Exchange, SQL, backups, and patching - with well above uptime.

We partner with Dell, HP, Cisco, Lenovo, Sophos, AgileBlue, and many others to pass along nonprofit/government pricing and forecast hardware needs to help control costs.

Support Structure

- **Tier 1:** Helpdesk for daily issues
- **Tier 2:** Senior engineers for advanced needs
- **Tier 3:** Executive oversight and project management

Hours & Response: Mon–Fri 8:30–5:30, 24/7 for emergencies. Critical issues: 1–2 hours. Standard: same day.

We provide regular reports on system health, device inventory, and security patches, along with living documentation of your environment.

Training & Engagement

We offer tailored staff training (security awareness, phishing, tutorials), account manager check-ins and quarterly/month meetings, surveys, and customer satisfaction reviews. All services are delivered by our own employees, not subcontractors.

III. Cybersecurity Focus

Cybersecurity is built into everything we do. Our suite includes (but not limited to):

- Microsoft 365 & cloud protection
- Next-Generation Antivirus (NGAV)
- Security Information & Event Management (SIEM)
- Vulnerability scanning
- Endpoint Detection & Response (EDR/XDR)
- End-user training – continuous
 - E-mail phishing campaigns & in person advanced training on current best practices

These tools secure critical systems, detect threats early, and ensure compliance.

IV. Past Performance

We assign each client an Operations Manager as a consistent point of contact. They also run quarterly reviews to keep strategy on track. They play a key part in maintain the relationship with our customers – representing our customers to the rest of our team.

We've supported organizations similar to South Weber, including, but not limited to:

- **Woods Cross City** – Managed IT including police and courts
 - Bryce Haderlie | City Administrator | bhaderlie@woodscross.gov
- **City of North Salt Lake** – Network infrastructure & CJIS support
 - Ken Leetham | City Administrator | Kenl@nslcity.org
- **Jordanelle SSD** – Utility support, surveillance, and IT planning
 - Max Covey | General Manager | mcovey@jssd.us

All the above faced challenges with budgets, outdated systems, or compliance, and we helped stabilize, secure, and modernize their IT.

V. Experience

Our staff includes senior engineers and cybersecurity specialists with decades of municipal experience. Highlighting Microsoft 365, SentinelOne, Sophos, and compliance expertise are just the beginning of where we can go with cybersecurity – this is a constant evaluation and discussion between our customers and us, and not a set it and forget it.

VI. Financial Stability

With steady and maintainable growth, supporting municipalities and public entities, ETS is in an excellent financial state. A bank letter is available upon requested.

VII. Additional Requirements

We maintain all required insurance:

- General Liability – \$1M / \$2M aggregate
- Professional Liability – \$1M / \$2M aggregate
- Workers' Compensation – per Utah law

Proof of insurance available on request.

VIII. Conclusion

As a true one stop IT and Communications source, we look forward to helping you navigate your IT, Cybersecurity, Door Access, Security Camera, and low voltage cabling needs.

We'd love the opportunity to partner with South Weber City. Our team brings local knowledge, proven experience, and a personal approach to IT and cybersecurity. With us, you'll always know who you're talking to, and you'll know we're committed to keeping your systems secure, reliable, and easy to use.



COMPUTECH

2155 S. Orchard Dr., Ste. 201,
Bountiful, UT 84010

7 Cybersecurity

CYBERSECURITY & IT SUPPORT SERVICES TECHNICAL PROPOSAL

SOUTH WEBER CITY

08.29.2025

Prepared For:

South Weber City
David Larson, City Manager
dlarson@southwebercity.gov

Prepared By:

CompuTech Consulting, Inc.
Ashlyn Talcott, Director of Operations
ashlyn@computech.biz

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Company Information

Provider Name

CompuTech Consulting, Inc. (DBA CompuTech)
Address: 2155 S. Orchard Dr., Ste. 201, Bountiful, UT 84010
Website: www.computech.biz | Phone: (801) 298-2155

Primary Contact

Ashlyn Talcott, Director of Operations
Email: ashlyn@computech.biz | Phone: (801) 683-4017

Company Overview

Founded in 1996, CompuTech is a Utah-based IT provider with nearly 30 years of experience providing business technology solutions, including IT procurement, managed IT services, and cybersecurity management. We take pride in our ability to deliver responsive onsite and remote services, while maintaining a foundational emphasis on cybersecurity and client satisfaction. Our extensive IT experience and deep understanding of municipal needs qualify us as a trusted IT partner the City.

Past Performance

Relevant Experience

One of CompuTech's strategic advantages is our ability to serve as a true one-stop-shop IT provider. We've built our reputation by diversifying our offerings and delivering comprehensive yet customizable technology solutions for government entities and local businesses. Below is a summary of how our services directly align with your needs:

- **Data Backup & Disaster Recovery:** Provides local + dual-cloud-based solutions with daily backups, quarterly disaster recovery testing, and daily backup success validation by team.
- **Strategic Business Reviews:** Quarterly strategic reviews to gather performance feedback, review reports, and discuss future needs. Reports include asset health overviews, training results, etc.
- **Solution Design & Management:** Designed and managed hundreds of networks, with varied Wi-Fi, VLAN, on-prem vs. cloud, security, and bandwidth needs.
- **Network & Email Monitoring:** Proactive 24/7 monitoring with alerts and incident response with remote and admin tools. 3rd party filtering solution for email-based threat protection.
- **Procurement & Licensing Management:** Managed by dedicated sales account manager. Oversees license management and renewals, as well as hardware procurement through vendor channels (HP, Dell, Microsoft, Sophos, etc.).
- **Moves, Adds, Changes (MAC):** Offers project work (data migration, relocations, cabling, etc.) for advanced support needs. Provides Scope of Work and confirms pricing and timeline with client.
- **Warranty Coordination:** Reviews warranty status / renewal opportunities for hardware and licensing on a scheduled basis. Works with vendors directly for warranty support.
- **Managed IT Support:** Full support model provided, including all-inclusive routine remote and onsite support. Provides quality and timely support to end-users, ensuring client satisfaction.
- **Dedicated Support & Communication:** Shared help-desk model for quick support turnaround, plus dedicated technical and sales account manager.

- **Configuration & PC Deployment:** Configured hardware delivered to user desks, ready to use. Follows tailored onboarding/offboarding checklists for consistent support.
- **Asset & Lifecycle Management:** Real-time hardware tracking, aging reports, and refresh planning. Discussed and reviewed during business reviews.
- **Software Licensing Management:** License tracking with alerts for renewal. Communication to client with average 60+ days' notice. License changes tracked and reconciled monthly.
- **Server Technology Experience & Support:** Extensive experience in server deployment, migration, and virtualization. We maintain both cloud and on-prem environments, including Windows Server, Active Directory, SQL Server, and Azure hybrid models.

Client References

- **Santa Clara City**—Full managed IT services for city operations, including network infrastructure, end-user support, cybersecurity, and ongoing consultation.
 - Brock Jacobsen, City Manager | (435) 673-6712 x205 | bjacobsen@santaclarautah.gov
- **Toquerville City**—Network support, security and risk mitigation management, and backup/disaster recovery planning.
 - Ben Billingsley, City Manager | (435) 635-1094 | ben@toquerville.org
- **Bountiful Irrigation District**—Full managed IT services for district operations, including network infrastructure, end-user support, and vendor management.
 - Kurtis Anderson, IT/GIS | (801) 295-5573 | kurtis@bountifulirrigation.com

Firm & Team Qualifications

CompuTech consists of 14 employees, all of whom are locally based and directly employed; we do not outsource any positions. Our entire team works in-office, prioritizing real-time collaboration, quick internal communication, and onsite availability. Team breakdown:

- 8 technical staff, with over 100 years of combined IT experience, specializing in managed services, cybersecurity, networking, and systems support.
- 3 dedicated sales and account managers, focused on client relationships, renewals, and solution alignment.
- 2 operations team members, managing logistics, company strategy, and service growth.
- 1 administrative support staff, assisting with internal workflows and billing.

Key Assigned Staff Members

- **Ashlyn Talcott, Director of Operation**—Contract manager and client point-of-escalation
- **Jarom Stevens, Technical Account Manager**—Primary client technical account manager
- **Shelley Hurst, Service Manager**—Oversees service timeliness and client satisfaction
- **Ken Tippery, Project Manager**—Facilitates client onboarding as well as any project IT work
- **Alex Guzman, Sales Account Manager**—Primary client sales account manager
- **Service Desk Team**—Shared service team for providing timely remote and onsite support

**Key assigned team member resumes included as additional attachments.*

Technical Proposal

Upon reviewing the City's Scope of Work, CompuTech is prepared to supply all set forth services:

Initial IT Assessment & Overview

CompuTech conducts a comprehensive initial assessment to establish a baseline of a new client's IT environment. This includes compiling a complete inventory of assets, evaluating current architecture, and reviewing processes for efficiency, security, and scalability. Assessment activities include:

- Full Hardware and Software Inventory
- Network Topology and Analysis
- Process Review for Incident Response
- Set up on KnowB4 & SentinelOne
- Identification of Security Vulnerabilities
- Technology Lifecycle Planning

All-Inclusive Routine Remote & Onsite Support

CompuTech provides unlimited routine remote & onsite IT support during standard business hours, ensuring clients receive timely assistance for troubleshooting. With an all-inclusive approach, CompuTech offers predictable pricing and comprehensive coverage. Support examples include:

- User Onboarding/Offboarding
- Software Installation and Updates
- Application Support (MFA, VPN, Email)
- Data Backup Auditing & Validation
- Website & Domain Management
- Vendor Management / Liaison
- User Training and Education on Apps
- Network Setup and Troubleshooting

Network & Infrastructure Management Support

We provide full network and infrastructure management. This includes proactive monitoring, routine maintenance, and hands-on support for all critical components of your IT environment. Support examples include:

- Firewall Configuration and Maintenance
- Server Monitoring and Patching
- Data Backup Management
- Ensure Wireless/Internet Reliability
- Switch and Access Point Management
- Infrastructure Health Monitoring

24/7 On-Call/Emergency Support Available

CompuTech offers 24/7 on-call IT support to ensure your systems are covered at all times, even outside standard business hours. Whether it's a critical outage, network failure, or urgent security incident, our team is available when you need us most. Support examples:

- After-hour System Outages or Failures
- Emergency Server or Firewall Issues
- Critical Cybersecurity Incidents
- Urgent Connectivity or Access Problems

Remote Monitoring and Management (RMM)

CompuTech's Remote Monitoring and Management (RMM) solution offers many benefits for optimizing support access and proactiveness in maintaining network health. Features include:

- 24/7 Network Health Monitoring
- Real-Time Alerting & Notifying
- Automated Patching & Updating
- Asset Management / Network Topology
- Secure Remote Access Capabilities

Email Protection: Filtering, Encryption, and Archiving

Our premier email security solution offers advanced filtering to block phishing, spam, and malware, along with secure email archiving for compliance. It also includes encryption to protect sensitive communications. Features include:

- Protection for Phishing and Spam
- Data Loss Prevention (DLP)
- Secure Email Encryption
- 10-Year Email Archiving

Cloud SaaS Backup Data Protection for Microsoft 365

SaaS cloud backups provide backup and recovery capabilities tailored specifically for Microsoft applications. With backups performed 3x daily, data is continuously protected against accidental deletion, ransomware attacks, or other data loss events. Features include:

- Point-in-Time Data Restoration
- Unlimited Storage for Data Backups
- Infinite Retention Period
- Data Encryption and Sovereignty

Server Data Backup & Redundancy – Dual Layer Protection

CompuTech offers dual server backup data protection. We first deploy a primary sever backup that includes local + cloud coverage for quick recovery processes and data redundancy offsite. We then layer an additional cloud backup, from a secondary vendor, to offer even more data backup confidence and geo-redundancy. Features include:

- Daily Backup Success Verification
- Instant Virtualization / Restoration
- AES-256 Encryption: Transit and Rest
- Truly Immutable Storage Copies
- Geo-Redundancy with Dual Layer

Email Phishing Simulations & Training

Email phishing training is a proactive tool designed to train users about email threats. By simulating these attacks, organizations can assess their employees' awareness, vulnerabilities, and provide targeted training. Features include:

- Ongoing Monthly Campaigns
- Customized & Tailored to Organization
- Breach Simulation Results / Reporting
- Training Enrollment & Modules

Identity Verification Tool for Sensitive Requests

With the growing use of AI and impersonation, a security concern for clients and providers is identity verification. For remote requests that are sensitive (passwords resets, access control) CompuTech

provides an identity verification process and tool. We can verify the users on the other end of the call/email + users can verify CompuTech team members. Support examples:

- Mobile Application + Web Portal
- Code Generation or Push Notification
- User Usage & Audit Logs
- Reduces Risk of Social Engineering

Microsoft Licensing Management & Administration

CompuTech provides complete management and support for Microsoft licensing. Our team handles it all, ensuring your Microsoft environment remains secure and cost-effective. We handle:

- License Procurement & Renewals
- User Provisioning & License Assignment
- Usage Tracking & Cost Optimization
- Policy Management

Onboarding Plan & Coordination with Existing Provider

We take a collaborative, friendly approach to transitioning IT services. Our typical onboarding takes approximately two weeks, with minimal disruption to daily operations. We prioritize working directly with your current vendor to obtain documentation and access. Key steps include:

- **Onsite IT & Network Audit**—Full walkthrough of facilities and network assessment
- **Speed & Connectivity Testing**—Internet and internal network throughput evaluation
- **Endpoint Inventory & Assessment**—Workstation health, patch status, and age review
- **Security Overview**—Review of MFA, antivirus, user permissions, and domain policies
- **Support Tool Deployment**—Installation of remote monitoring agents and management tools
- **Credential & Access Transfer**—Secure, encrypted documentation and password resets
- **Staff Support Introduction**—Overview of how to contact support for all users

Support Framework Information

- **Support Channels:** Phone and email requests are all delivered directly to our service team, and logged into our ticketing system. When you call our support line, you get a technician directly. Service Level Agreements are discussed and agreed upon between Client & Provider.
- **Escalation Process:** Tickets are triaged by severity, escalated to Tier 2/3 as needed, and overseen by our Service Manager. Clients have CompuTech point of contact for escalated issues.
- **Support Hours:** CompuTech's standard business hours are 8:00 AM-5:00 PM MT, Monday through Friday, with the exception of major national holidays. The all-inclusive support model is covered within these hours. We do have 24/7 on-call support (remote and onsite) for extended coverage and protection for emergencies.

Concluding Statement

We sincerely appreciate the opportunity to present this proposal and to be considered as South Weber City's trusted IT partner. Our team values long-standing partnerships and takes pride in providing quality, responsive, and comprehensive support to each client we serve.

**Meet the team excited for the opportunity to support South Weber City!*

