



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 11/12/2024

REQUESTER: Kari Madden, IT Manager Business Systems & Development

PRESENTER: Tim Powers, Director of Information Technology

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF OKLAHOMA OFFICE OF HOMELAND SECURITY, STATE & LOCAL CYBERSECURITY GRANT PROGRAM SUB-RECIPIENT AWARD IN THE AMOUNT OF \$600,000 TO BE USED BY THE INFORMATION TECHNOLOGY DEPARTMENT TO PURCHASE BACKUP CONTINGENCY OPERATIONS OF CRITICAL DATA; AND SUB-RECIPIENT AWARD IN THE AMOUNT OF \$95,000 TO CREATE AND HIRE A CYBERSECURITY TECHNICIAN POSITION IN CONTINUED SUPPORT OF STATEWIDE HOMELAND SECURITY EFFORTS; APPROVAL OF CONTRACT K-2425-71; AND BUDGET APPROPRIATION FROM THE CAPITAL FUND BALANCE AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The City of Norman has been selected to receive \$695,000 from the Oklahoma Office of Homeland Security (OKOHS) fiscal year 2023 State and Local Cybersecurity Grant Program. These funds are designated for two (2) awards and programs: award number #1599.323 in the amount of \$600,000 to replace City of Norman data backup contingency systems and operations; and award number #1599.105 in the amount of \$95,000 to provide a Cybersecurity Technician position to enhance and assist with critical daily security operations and ensuring adherence to mandated security standards. These standards include, but are not limited to the Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA), and Payment Card Industry Data Security Standard (PCI DSS).

The Information Technology Department is responsible for securing all sensitive data stored on the City network and for securing operations associated with all daily operations of the City of Norman, as well as interactions and exchanges of data and services to residents, developers, visitors, and personnel interacting with software applications, website functions and portals used or offered by the City to provide services and information.

DISCUSSION:

The existing backup system and operations used to safeguard the City's critical information technology infrastructure is obsolete and in many cases no longer supported by manufacturers.

This reliance on outdated tape backup and insufficient storage capacity has proven inadequate and ineffective to achieve reasonable backup times of essential data as well as to meet essential retention policies and maintain long-term data integrity. Data retention times for backups of virtual machines have had to be scaled back, to allow for storage of data. This significantly hampers the ability to restore operations efficiently in the event of a data recovery scenario. Replacing current data backup systems and operation is essential to ensure the security, reliability, and effectiveness of the City's data protection efforts and to support our critical operations effectively. Despite the City's increased priority for the replacement and upgrade of information systems in annual Capital Improvement Project budget allocations, this critical need has not been able to be addressed.

The second award will provide funding for a Security Technician position to work with the existing Security Engineer to address and resolve security threats that could compromise the confidentiality, integrity, and availability of our network, systems, and personnel. This award is for a one-year period.

RECOMMENDATION 1:

Approval of the grant by Council and execution of the contract by the Mayor by signing and dating the attached OKOHS Memorandum (Schedule A), the Award Document (Schedule B), the Sub-Recipient Terms and Conditions and Signature Authorization.

RECOMMENDATION 2:

Appropriation of \$600,000 from the Capital Fund balance (50-29000); and designate \$600,000 to the Special Grants Fund, Backup Contingency Operations Critical Data, Construction and Materials (Account 22123645-46101 and 46301; Project BG0098). Appropriation of \$95,000 from the Capital Fund balance (50-29000); and designate \$95,000 to the Special Grants Fund, Homeland Security Grant IT Salary and Benefits (Account 22123645-42001). Upon reimbursement, deposit funds into the Special Grants Fund, Other Revenue/Homeland Security (Account 221-333352) and reimburse the Capital Improvement Projects Fund balance (50-29000).