

City of Sandwich  
Technology Improvement Committee  
Wednesday, August 25, 2021  
6pm

Call to Order: 6 pm

Roll Call: Chairman Dave Kurtz, Committee Members Robinson, Holcomb

Pledge of Allegiance was recited.

Old Business-

1. None

New Business- Mr. Kurtz introducing himself to the committee/citizens

1. Security

Anti-virus for computers, firewall for computers, physical security access, network, cameras for security, access to buildings, badges we items for discussion. Alderman Holcomb spoke about the use of cameras, security, card access background, backbones for fiber, copper, data networks, surveillance should be considered and access to resources. Alderman Robinson spoke about upgrades in VOIP for city.

2. Data Retention

Best practices for back up and policies, what is needed for system back up, personal computers, break downs, safe storage. Data storage capacity and record storage. We have an active directory server, maintenance, log in, and administrative viewpoints

Robinson stated we need to do what is required by law, but also know the cost of storage. E-mails, phishing expeditions, requests, FOIAs collection hours and print costs. What is the storage cut off? Kurtz believes electronic data/media is good for policy and audit reasons.

3. Best Practices

AV up to date to safeguard, look at costs to operate such as ink jet printers are costly. Secure printing, by badge for access. Holcomb stated you can lease printers, and agrees on ink cost. Robinson said we have a central print location, mayor, city clerk has their own printer, but we should look at our print locations and public access

#### 4. Fiber Network

The city and PD are connected with redundant servers for disaster recovery, not all locations are fiber, we have a carrier that does offer fiber, new PD is ideal for a secure data center. We should invite Glen Bloemker to speak with the committee. Robinson said we use the NIU fiber network. It is a good idea to reach out to our IT company to participate. Holcomb agrees with the PD location. DSL at the waste water plant. The PD does have a data center

#### 5. Employee Technology Handbook

What is in it: workstations are city property, personal use policy, locking /time out procedures, safeguarding passwords, and account information. The committee recommended access areas, badging, limited access, printers, desktop/laptops and locking devices. Policy on machines like a USB device and data transfer restrictions.

#### 6. Public Safety Technology Room

Access, key control, fiber, consider other providers, temperature control.

#### 7. Computer Inventory and Replacement Plan

City Clerk Denise Li requested a replacement computer from this year's budget. Her computer is older and needs constant maintenance. Latham commented on the city will get a computer for the clerk after a needs assessment. Holcomb wants to see her get a work center and a redundant back-up.

Replacement Plan- The committee needs to establish a timeline, setting a budget process, and a regular maintenance including servers. Robinson said Kelleher and Kreinbrink might have a list.

#### 8. Develop 5-year Capital Plan

Start a process for a computer and equipment plan creating a budget document for long range planning.

#### 9. Chamber PA System

Most of the time it works fine, but some mics fail and need to be replaced. We have had several bids and quotes over the years. There are issues and maybe need some new mics. The speakers work. Holcomb said there may be some cabling and hardware issues. Trouble shooting and testing it is

next. The Clerk would like to see an improvement. We may need individualized volumes or mixer. We can review the hardware for the PA system. WSPY is permitted to use the city recording equipment and complains often. Brent suggested looking at what is broke like the amp.

#### 10. Review of Technology Licenses, Leases and Agreements

Reliable Computer has been acquired and we have need to review our warrantees and services. Licensing for the city, water billing systems. VOIP warranty. Software, freeware, shareware GIS. We should have a legal review of usage.

#### 11. Items Recommended to Council for Consideration

A new computer for the City Clerk. Time to review technology and conduct a walking audit.

Audience Comments: Tom Ciciora spoke about the handbook and it will go in the draw and behaviors, private devices on city wireless, and we don't have the staffing. Alderman Johnson by correspondence asked that the committee review the website, accessible and printable, forms. Robinson reiterate we have this and can do this internally. A volunteer maintains it and it is doing what the city needs. Facebook- the Clerk is maintaining our facebook account. Ciciora said the system needs to be looked at sooner than later for another video feed.

Adjournment: Robinson moved, second by Holcomb. Adjourned at 6:58 PM

Respectfully submitted,

T. Latham, Secretary Pro Tem