Resolution 03-26

A Resolution to approve the adoption of a Cybersecurity Program Policy for the City of Orrville, Ohio in accordance with Ohio House Bill 96 and declaring an Emergency.

WHEREAS, in accordance with the adoption House Bill 96 by the Ohio General Assembly and, specifically, Ohio Revised Code Section §9.64, the City of Orrville, Ohio, is required to adopt a Cybersecurity Program that safeguards its data, information technology (IT) systems, and resources to ensure confidentiality, availability, and integrity; and

WHEREAS, The City of Orrville, Ohio has reviewed the guidance provided by the Auditor of State through Bulletin 2025-007; and

WHEREAS, The City of Orrville, Ohio hereby establishes a Cybersecurity Program Policy on the following terms and conditions as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ORRVILLE, OHIO:

SECTION 1: The City of Orrville, Ohio hereby adopts a Cybersecurity Program Policy.

SECTION 2: The Cybersecurity Program shall be consistent with generally accepted cybersecurity standards that entities use to build best practices for cybersecurity, and include, but are not limited to, the National Institute of Standards and Technology (NIST) cybersecurity framework and the Center for Internet Security (CIS) cybersecurity best practices.

SECTION 3: Upon discovering a cybersecurity incident or ransomware incident, the City of Orrville, Ohio shall notify the Executive Director of Ohio Homeland Security within the Ohio Department of Public Safety not later than seven (7) days after discovering the incident, and the Ohio Auditor of State not later than thirty (30) days after discovering the incident.

SECTION 4: The Cybersecurity Program shall be compliant with all applicable laws regarding this Cybersecurity Program under Ohio Revised Code Section §9.64.

SECTION 5. That this Resolution is an emergency measure necessary for the immediate preservation of the public health, peace and welfare of the citizens of Municipality and is necessary to comport with established law and shall therefore take effect immediately upon passage of Council.

Passed this 2nd day of February 2026.

President of Council

Attest:

Clerk of Council

Approved:

Mayor

02-02-2026

Date

I, Jeanne Gault, Clerk of Council of the City of Orrville do hereby certify this legislation _____ adopted on_____was duly posted on_____ within 10 days as required by the Charter of said City.

City of Orrville Cybersecurity Program
Required by Ohio Revised Code Section 9.64.

Purpose

The purpose of this policy is to establish a program for safeguarding the City of Orrville's data; information technology, and information technology (IT) resources to ensure availability, confidentiality, and integrity in compliance with the cybersecurity requirements set forth in Ohio Revised Code (ORC) Section 9.64.

Policy Statement

The City of Orrville is committed to safeguarding its information systems against cybersecurity threats and ensuring compliance with ORC §9.64. This policy applies to all elected officials, employees, contractors, vendors, and third parties who access or manage the City of Orrville's technology resources.

Cyber Incident Response and Notification

The City of Orrville's Technical Services Manager, or their designee, shall be the lead employee responsible for coordinating a response to a breach of cyber security.

In the event of a cybersecurity incident, the Technical Services Manager, or their designee, shall be responsible for and notifying the following parties in compliance with ORC §9.64:

- The executive director of the Division of Homeland Security within the Department of Public Safety within seven (7) days of when the City of Orrville discovers the incident.
- Ohio Auditor of State with 30 days.

Training

All City of Orrville employees are required to complete cybersecurity awareness training annually.

Employees that work within the IT department or have access to sensitive data will receive additional, specialized training.

Regardless of who provided the training, the curriculum should be consistent with the Ohio persistent cyber initiative program of the Ohio cyber range institute.

Ransomware Payment Policy

Consistent with the requirements of ORC §9.64, the City of Orrville shall not make a ransomware payment unless the City of Orrville Council approves such payment by an ordinance or resolution, which shall include an explanation detailing why the payment is in the best interests of the City of Orrville.