



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

300 Tamalpais Drive  
Corte Madera, CA  
94925-1492

[www.townofcortemadera.org](http://www.townofcortemadera.org)

Town Manager  
Town Council  
415-927-5050

Town Clerk  
415-927-5085

Finance Department  
415-927-5055

Central Marin Fire Department  
415-927-5077

Planning Division  
415-927-5064

Building Division  
415-927-5062

Public works Department  
415-927-5057

Parks and Recreation  
Department  
415-927-5072

Sanitary District No. 2  
415-927-5057

Central Marin Police Authority  
415-927-5150

July 17, 2024

The Honorable Judge Mark Talamantes  
Marin County Superior Court  
P.O. Box 4988  
San Rafael, CA 94913-4988

Rod Kerr, Foreperson  
Marin County Civil Grand Jury  
3501 Civic Center Drive, Room #275  
San Rafael, CA 94903

**Town of Corte Madera Response to Grand Jury Report  
“Cyber Preparedness: Are We There Yet?”**

Dear Honorable Judge Talamantes and Foreperson Kerr:

At its regular meeting on July 16, 2024, the Town Council reviewed the report “Cyber Preparedness: Are We There Yet?” dated May 17, 2024. The report calls for a response from the Town of Corte Madera to findings 1, 2, 3, 4, 5, 6, (F1, F2, F3, F4, F5, F6) and recommendations 1 and 6 (R1 and R6 (a) and (b)). Please see the attached response from the Town.

Should the members of the Grand Jury require any additional information, please contact Town Manager Adam Wolff at 415-927-5059 or [awolff@cortemadera.gov](mailto:awolff@cortemadera.gov)

Sincerely,

Eli Beckman  
Mayor, Town of Corte Madera

## RESPONSE FORM: 2023-2024 Marin Civil Grand Jury Report

Report Title: Cyber Preparedness: Are We There Yet?

Respondent/Agency Name: Town of Corte Madera

Submitter Name: Eli H. Beckman Title: Mayor

### FINDINGS

- Agree with the findings numbered: F1, - F5
- Disagree *partially* with the findings numbered: F6
- Disagree *wholly* with the findings numbered: \_\_\_\_\_

(Attach a **statement** specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered R1, R6(a) & (b) have been implemented.  
(Attach a **summary** describing the implemented actions.)
- Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a **timeframe** for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an **explanation** and the scope and parameters of an analysis or study, and a **timeframe** for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This **timeframe shall not exceed six months** from the date of publication of the grand jury report.)
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
(Attach an **explanation**.)

Date: July 17, 2024 Signed: 

Number of pages attached: 2

## **RESPONSE TO GRAND JURY FINDINGS**

**F1.** Contracts for Information Technology, Information Systems, and Cybersecurity services between third-party providers and Marin County governmental agencies should contain a Business Continuity clause, or other language, protecting that agency from a sudden cessation of services provided by the third-party provider.

Response: Agree.

**F2.** Marin County municipalities should have current, written contracts with third-party providers of Information Technology, Information Systems, and Cybersecurity services, and should not continue to use those providers' services without a current contract.

Response: Agree.

**F3.** Membership in insurance risk pools provides the benefits of cybersecurity assessments and audits, which highlight cybersecurity deficiencies and make suggestions for improvement.

Response: Agree.

**F4.** Having a completed, adopted and regularly updated cybersecurity plan helps ensure that all staff within a government agency are working together to optimize that organization's cyber preparedness and security.

Response: Agree.

**F5.** Joint Powers Authorities in Marin County exist to provide more efficient and cost-effective services to the people of Marin.

Response: Agree.

**F6.** The current County Collective Bargaining Agreements prevent the Marin County Department of Information Systems & Technology from unilaterally negotiating managed service agreements (outsourcing work to third parties).

Response: Partially Disagree

The Town of Corte Madera is not a member of the County of Marin's collective bargaining unit, nor does it operate within the constraints of their labor union contracts. Although the Town's response indicates "Partially Disagree," a more appropriate response is that finding F6 is not applicable to the Town of Corte Madera.

## RESPONSE TO GRAND JURY RECOMMENDATIONS

**R1.** Marin agencies should require a current (executed within the last five years), competitively-bid, written contract which includes business continuity language for any third-party Information Technology services they use.

**Response:** Recommendation number R1 has been implemented.

This recommendation has already been implemented and will continue to evolve. The Town of Corte Madera's current contract with our third-party Information Technology and Cyber Security consulting firm includes business continuity language and an overview of continuity services. Although business continuity services are provided in our current contract, the Town has asked our third-party IT provider to clearly outline and expand our business continuity services during our contract renewal process.

**R6.** All Marin municipalities should:

- a) take all steps necessary to acquire an appropriate .gov or .ca.gov domain;

**Response:** Recommendation number R6(a) has been implemented.

The Town acquired [cortemadera.gov](http://cortemadera.gov) domain in November of 2022. The [cortemadera.gov](http://cortemadera.gov) domain has been active since that time with previously acquired domains [cortemadera.org](http://cortemadera.org) forwarding emails etc. to the [cortemadera.gov](http://cortemadera.gov) domain by way of aliases.

- b) formulate and adopt a plan for rolling out a .gov or .ca.gov website and emails by the start of the 2025-2026 Fiscal Year.

**Response:** Recommendation number R6(b) has been implemented.

This recommendation has been implemented and will be complete by the start of the 2025-2026 Fiscal Year. The Town of Corte Madera acquired its [cortemadera.gov](http://cortemadera.gov) domain in November of 2022 and email account users have been using this domain since that time. The [cortemadera.gov](http://cortemadera.gov) domain is exclusively owned by the Town of Corte Madera. The Town is actively working with our website provider (CivicPlus) and our third-party consulting firm to transition our website address from [cortemadera.org](http://cortemadera.org) to [cortemadera.gov](http://cortemadera.gov). This transition will be complete by the end of this quarter and most certainly by the start of 2025-2026 Fiscal Year.