

Eileen Burke
Mayor

Tarrell Kullaway
Vice Mayor



TOWN OF
SAN ANSELMO
EST. 1907

Steve Burdo
Council Member

Brian Colbert
Council Member

Alexis Fineman
Council Member

525 San Anselmo Avenue, San Anselmo, CA 94960
(415) 258-4600 | www.townofsananselmo.org

August 5, 2024

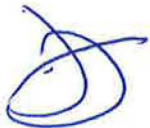
Honorable Judge Mark Talamantes
Marin County Superior Court
P.O. Box 4988
San Rafael, CA 94913-4988

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

Dear Honorable Judge Mark Talamantes and Foreperson Kerr:

At its regular meeting on July 23, 2024, the San Anselmo Town Council reviewed the report "Cyber Preparedness: Are We There Yet?", dated May 17, 2024. Please see the enclosed response from the Town. Please do not hesitate to contact me at 415-258-4678 or by email at jzuba@townofsananselmo.org if you have any questions.

Sincerely,



Jeff Zuba
Finance & Administrative Services Director

Enclosure

RESPONSE FORM: 2023-2024 Marin Civil Grand Jury ReportReport Title: Cyber Preparedness: Are We There Yet?Respondent/Agency Name: Town of San AnselmoSubmitter Name: Eileen Burke 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 _____ have been implemented.
(Attach a **summary** describing the implemented actions.)
- Recommendations numbered R1, R6(a) & (b) 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 23, 2024 Signed: Number of pages attached: 2

Town of San Anselmo Response to Grand Jury Report
Cyber Preparedness: Are we There Yet?

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 is not informed regarding the Marin County Bargaining Agreements' implications on the Department of Information Systems and Technology and there refrains from endorsing this finding. We disagree partially with the finding based on it being outside the purview of the Town of San Anselmo.

Town of San Anselmo Response to Grand Jury Report
Cyber Preparedness: Are we There Yet?

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: This recommendation has not yet been implemented, but will be implemented by the start of the 2025-2026 fiscal year.

R6. All Marin municipalities should:

- a) take all steps necessary to acquire an appropriate .gov or .ca.gov domain;
- 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: This recommendation has not yet been implemented, but will be implemented by the start of the 2025-2026 fiscal year.