



# City of Larkspur

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September 4, 2024

The Honorable Judge James Chou  
Marin County Superior Court  
Post Office 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 Judge Chou and Foreperson Kerr:

At its regular meeting on September 4, 2024, the City Council reviewed the report "Cyber Preparedness: Are We There Yet?", dated May 17, 2024. The report calls for a response from the City of Larkspur 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 for the response from the City.

Should the members of the Grand Jury require any additional information, please contact City Manager Dan Schwarz at 415-927-5110 or [dschwarz@cityoflarkspur.org](mailto:dschwarz@cityoflarkspur.org).

Scot Candell  
Mayor, Larkspur

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Signature

09/04/2024

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Date

## RESPONSE TO GRAND JURY REPORT FORM

**Report Title:** "CYBER PREPAREDNESS: ARE WE THERE YET?"

**Report Date:** May 17, 2024

**Agenda Date:** September 4, 2024

**Response by:** Scot Candell

**Title:** Mayor, City of Larkspur

### FINDINGS:

- We agree with the findings numbered **F1, F2, F3, F4, and F5**
- We disagree wholly or partially with the findings numbered **F6**

### RECOMMENDATIONS:

- Recommendations numbered **R1.** have been implemented.
- Recommendations numbered **R6(a) and (b)** have not yet been implemented but will be implemented in the future.
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.
- Recommendations numbered \_\_\_\_\_ require further analysis

Number of pages attached: 2

## FINDINGS AND RESPONSES

**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.**

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.**

Agree.

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

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.**

Agree.

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

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).**

The City of Larkspur 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 City's response indicates "Partially Disagree," a more accurate response is that finding F6 is not applicable to the City of Larkspur.

**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.**

Recommendation number R1 has been implemented.

The City of Larkspur's current contract with our third-party Information Technology consulting firm includes business continuity language.

**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.**

This recommendation has not yet been implemented, but is anticipated to be completed in the 2024-2025 Fiscal Year. The City of Larkspur applied to secure a .ca.gov domain in April 2024 (due to guidelines and requirements, Larkspur is eligible for .ca.gov domain but was rejected in its request for a .gov domain).