



CITY OF MOORPARK

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OFFICE OF THE MAYOR

September 14, 2020



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SEP 22 2020



Ventura County
Grand Jury

Honorable Bruce A. Young
Presiding Judge of the Superior Court
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

RE: Response to Grand Jury Final Report – Cybersecurity Strategies for Cities in Ventura County
Report dated April 17, 2020

Dear Judge Young:

On behalf of the Moorpark City Council, I respectfully attach the City of Moorpark's response to the above referenced Ventura County Grand Jury Final Report findings and recommendations as required by the Grand Jury. The response was approved by the City Council at its September 2, 2020, regular meeting. Thank you for the opportunity to respond to these Grand Jury reports.

Sincerely,

Janice S. Parvin
Mayor

Attachment

c: Anida Margolis, Grand Jury Foreperson 2019-2020

e: Honorable City Council
Troy Brown, City Manager
PJ Gagajena, Assistant City Manager
Kambiz Borhani, Finance Director
Ky Spangler, City Clerk



Grand Jury
800 South Victoria Avenue
Ventura, CA 93009
(805) 477-1600
Fax: (805) 658-4523
grandjury.countyofventura.org

Response to Grand Jury Report Form

Report Title: Cybersecurity Strategies for Cities in Ventura County

Report Date: September 2, 2020

Response by: Janice S. Parvin Title: Mayor – City of Moorpark

FINDINGS/ CONCLUSIONS

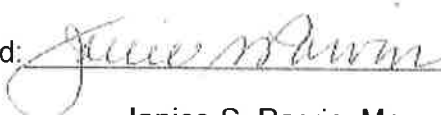
- I (we) agree with the Facts/ Conclusions numbered: C 01-08 and FA 01-31
- I (we) disagree wholly or partially with the Facts/ Conclusions numbered: _____

(Attach a statement specifying any portions of the Facts/ Conclusions that are disputed; including an explanation of the reasons.)

RECOMMENDATIONS

- Recommendations numbered R-01, 02, 03, 04, 05, 06, R07, 08, 10 have been implemented.
(Attach a summary describing the implemented actions and date completed.)
- Recommendations number R-09 have not yet been implemented, but will be implemented in the future.
(Attach a time frame for the implementation.)
- Recommendations numbered _____ requires further analysis.
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

Date: 9/15/2020

Signed: 

Janice S. Parvin, Mayor
City of Moorpark

Number of pages attached: 4

Response to Conclusions

Conclusion C-01. While the Grand Jury recognizes each city is taking steps to implement cybersecurity and to defend against cyber-attacks, it concludes there is no perfect solution to cybersecurity or defense against cyber-attacks. (FA-01, FA-02, FA-03, FA-04, FA-05, FA-06, FA-07)

City Response to C-01. The City of Moorpark agrees with this conclusion and continuously strives to improve upon our cyber security systems.

Conclusion C-02. The Grand Jury concluded eight Cities are currently using suboptimal web addresses for their websites. (FA-08, FA-09)

City Response to C-02. The City of Moorpark agrees with this conclusion and has already implemented a .gov domain which aligns with the recommendation.

Conclusion C-03. The Grand Jury concluded generally Cities are not utilizing free federal and discounted federally aligned resources available to Cities to bolster their cybersecurity defenses. (FA-10, FA-11, FA-12, FA-13, FA-14, FA-15, FA-16, FA-17, FA-18, FA-19, FA-20)

City Response to C-03. The City of Moorpark agrees with this conclusion and will investigate our options to take advantage of resources available. We are already a member of MISAC and receive notifications from CISA.

Conclusion C-04. The Grand Jury concluded cybersecurity staffing could be improved with more effective recruiting and staff retention practices. (FA-21, FA-22, FA-23)

City Response to C-04. The City of Moorpark agrees with this conclusion and has limited budget and resources available. We are exploring our options for internship programs by September 30, 2020.

Conclusion C-05. The Grand Jury concluded Cities should manage cyber risks associated with vendors by requiring they provide annual documentation regarding cybersecurity insurance and cybersecurity practices. (FA-24, FA-25, FA-30, FA-31)

City Response to C-05. The City of Moorpark agrees with this conclusion and already requires Cyber liability insurance from IT vendors.

Conclusion C-06. The Grand Jury concluded some Cities do not clearly identify expenditures regarding information technology or cybersecurity in their budgets. (FA-26, FA-27)"

City Response to C-06. The City of Moorpark agrees with this conclusion and does identify information technology expenditures within our approved annual budget.

Conclusion C-07. The Grand Jury concluded all Cities would benefit from comprehensive cyber incident response, recovery, and business continuity plans. (FA-28, FA-29)

City Response to C-07. The City of Moorpark agrees with this conclusion and plans to address and compile a comprehensive written plan by December 31, 2020.

Conclusion C-08. The Grand Jury concluded some Cities are not following the recommended best practices for teleworking published by California Cyber Security Integration Center. (FA-03, FA-04)

City Response to C-08. The City of Moorpark agrees with this conclusion. Before the "Stay Safe at Home" orders due to the COVID-19 outbreak, the city did not have any telework staff. We have since began implementing remote work for select staff and have developed a Telecommute policy that adheres to the recommended best practices.

Response to Recommendations

Recommendation R-01. The Grand Jury recommends Cities establish secure web addresses through the use of HTTPS or other such protocols. (C-02)

City Response to R-01. The City of Moorpark uses HTTPS (Hypertext Transfer Protocol Secure) for all internal and external web sites. This practice began prior to 2011.

Recommendation R-02. The Grand Jury recommends Cities establish trustworthy web addresses by following the California Department of Technology domain name taxonomy guidance. (C-02)

City Response to R-02. The City of Moorpark uses a .gov domain name and has registered <https://www.moorparkca.gov/> through the dotgov.gov registry. This practice began in 2011.

Recommendation R-03. The Grand Jury recommends Cities utilize free federal and federally aligned cybersecurity services as set forth in Appendix 02 to supplement internal staff and/or replace vendor services whenever possible. (C-03)

City Response to R-03. The City of Moorpark uses free cybersecurity tools and will expand on the tools and offerings as recommended. Timeline: December 31, 2020.

Recommendation R-04. The Grand Jury recommends Cities' IT staff subscribe to CISA updates online. (C-03)

City Response to R-04. The City of Moorpark Information System staff currently subscribes to CISA updates. This practice began in 2008.

Recommendation R-05. The Grand Jury recommends Cities take advantage of discounted services and cooperative purchasing programs whenever possible. (C-03)

Response to R-05. The City of Moorpark leverages cooperative purchase agreements whenever possible. This practice began prior to 1999.

Recommendation R-06. The Grand Jury recommends Cities develop personnel cost-saving opportunities and create a cybersecurity talent pool by recruiting interns or graduating students using: (C-04)

- The Scholarships for Service program described in Appendix 02
- Local education institutions (high school, community college, private college and state university)

City Response to R-06. The City of Moorpark began the process to accept internships from the Ventura County Community College District and will consider a candidate when a position opens up that requires cybersecurity skills. This practice began in February 2020.

Recommendation R-07. The Grand Jury recommends Cities maintain good vendor management by: (C-03, C-05)

- a. Obtaining CISA assistance to conduct risk management assessments on all third-party vendors that have access to any confidential data or that interact with City networks and systems
- b. Requiring all vendors provide cybersecurity documentation. As part of their ongoing third-party due diligence, Cities should evaluate vendors for compliance and risk on an annual basis
- c. Requiring IT vendors obtain cybersecurity insurance.

City Response to R-07.

The City of Moorpark agrees with this recommendation and will explore CISA assistance in risk management of IT vendors and begin reviewing on an annual basis. The City already requires all IT service vendors to obtain cybersecurity insurance. The practice began prior to 2018.

Recommendation R-08. The Grand Jury recommends Cities clearly identify expenses for their Information Services (Technology) Departments in their approved budgets. (C 06)

City Response to R-08. The City of Moorpark identifies expenses for Information Services in the approved budget and uses an ERP Financial Software to track and record expenditures.

Recommendation R-09. The Grand Jury recommends Cities develop and test cyber incident response, recovery and business continuity plans. (C-07)

City Response to R-09. The City of Moorpark will develop and test a cyber-incident response. Timeline: December 31, 2020. Recovery and business continuity plan are currently tested on a regular and ongoing-basis.

Recommendation R-10. The Grand Jury recommends Cities implement the best practices for teleworking as published by the California Cyber Security Integration Center. (C-08)

City Response to R-10. The City of Moorpark has initiated best practices into our telecommuting agreement and guidelines. This practice began in April 2020.

Recommendation R-11. The Grand Jury recommends Cities develop a written plan for implementation of R-01 through R-10 prior to December 31, 2020.

City Response to R-11. The City of Moorpark agrees with this recommendation and will develop a written plan for any of the recommended items that are not already in place. Timeline: December 31, 2020.