



# CITY OF TRACY

## City Council

333 Civic Center Plaza  
Tracy, CA 95376

Telephone: (209) 831-6000

Fax: (209) 831-6120

September 1, 2009

The Honorable William J. Murray, Jr., Presiding Judge  
San Joaquin County Superior Court  
222 East Weber Avenue  
Stockton, CA 95202

Re: Response to Grand Jury Final Report – Case No. 03-08 (City of Tracy)

Dear Judge Murray:

This letter contains the responses and comments to the above-referenced Grand Jury Report, issued in June 2009, in accordance with California Penal Code section 933(c). These comments are presented in three parts: (A) Responses to the Findings in the Report, and (B) Responses to the Recommendations in the Report.

### **A. RESPONSES TO THE FINDINGS**

1. Enforces a strong password policy that includes routine changing.
  - Agree
  - Explanation

Users are required to change their password regularly and cannot use the same password when they do change it.

2. Lacks a written security policy.
  - Disagree
  - Explanation

While the City does not have a policy specifically named Security Policy, it does have a policy in place called the Computer Equipment policy which addresses security issues. The existing policy prohibits users from installing private software, connecting anything to the City network without permission, and addresses acceptable Internet use.

3. Employees are allowed unrestricted access to web email accounts and the Internet.
  - Disagree
  - Explanation:

Employees are not allowed unrestricted use of web email accounts and the Internet. Other than allowing for occasional and minor personal use, the City's policy limits employee use to City business.

**B. RESPONSES TO THE RECOMMENDATIONS**

1. Prepare a clear and comprehensive IT security policy approved and endorsed by city management.

Response: Security issues are sufficiently addressed in the existing Computer Equipment policy. Acceptable Internet use is also addressed in this policy. Updating and expanding upon the existing policy is an ongoing project. Completion of this project is anticipated to occur in January of 2010.

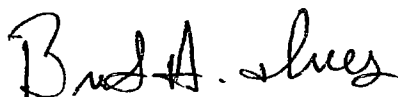
2. Ensure and document that every employee is informed of the IT security policy and the consequences of violations.

Response: Human Resources staff requires new hires to sign acknowledgement forms indicating that they have read and understood City policies, including the Computer Equipment policy

3. Implement tighter Internet access controls on the network

Response: The City disagrees with the recommendation because employees are not given unrestricted access to the Internet. City policy clearly sets strict limits only allowing incidental use during non-working hours only.

Sincerely,



Mayor Brent H. Ives  
on behalf of the Tracy City Council

cc: Members of the City Council  
City Manager  
Finance and Administrative Services Director  
City Attorney

RESOLUTION 2009-158

APPROVING RESPONSE TO THE SAN JOAQUIN COUNTY GRAND JURY REPORT  
ON INFORMATION SYSTEMS SECURITY AND AUTHORIZING THE MAYOR TO  
SIGN THE RESPONSE

WHEREAS, The Grand Jury reviewed the practices of the City of Tracy along with the other six incorporated cities in San Joaquin County to see if they were exercising due diligence in protecting information resources, and

WHEREAS, The Grand Jury published a report on June 2, 2009, and as to the City of Tracy, the report contained three findings and three recommendations, and

WHEREAS, The first recommendation is to prepare a written security policy which the City already has but Staff will update that policy to reflect the sound practices already in place, and

WHEREAS, The second recommendation is that all employees be made aware of the new policy and the consequences of violations which the City already does upon hire but any revised policy will also be provided to existing employees, and

WHEREAS, The third recommendation is to tighten Internet access controls, but Staff disagrees with the recommendation because employees are not given unrestricted access to the Internet as existing City policy clearly sets strict limits only allowing incidental use during non-working hours.

NOW, THEREFORE, BE IT RESOLVED, That City Council approves the attached response to the Grand Jury regarding information systems security and authorizes the Mayor to sign the response.

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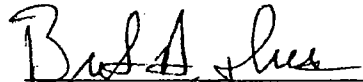
The foregoing Resolution 2009-158 was passed and adopted by the Tracy City Council on the 1st day of September 2009, by the following vote:

AYES: COUNCIL MEMBERS: ABERCROMBIE, MACIEL, TOLBERT, TUCKER, IVES

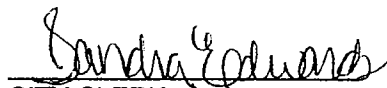
NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

ABSTAIN: COUNCIL MEMBERS: NONE

  
MAYOR

ATTEST:

  
CITY CLERK