

C-10

July 20, 2021

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute all documents necessary for a confidentiality agreement with Alert Enterprise, Inc., a Delaware corporation, for the upgrade of security systems software at the Long Beach Airport. (District 5)

DISCUSSION

Per federal regulations, the Long Beach Airport (Airport) is required to maintain an access control and identification media system (Access Control) to prevent unauthorized entry to the secured areas of the Airport. The Airport contracts with Convergent Technologies (Convergent) to provide Access Control preventative maintenance services including the coordination of periodic software updates. Access Control utilizes software by Alert Enterprise, Inc. (Alert).

The current version of Alert software has reached its end-of-life and Convergent is working with Alert to schedule and oversee the Alert software upgrade. Convergent has advised that the upgrade will require Alert to access certain security information as well as personal identifiable information (Security Data) regarding the Airport and Airport employees and contractors. Convergent has advised that Alert should execute a confidentiality agreement with the City of Long Beach (City) to ensure Alert's proper handling of the Security Data.

In consultation with the City Attorney's Office, a confidentiality agreement (Agreement) between Alert and the City has been prepared containing the following major terms and conditions:

- The Agreement governs the handling of all Security Data provided to Alert by Airport staff and its agents or contractors.
- All Security Data must remain strictly confidential and must only be viewed by, and distributed to, Alert employees working on the project.
- Any and all documents, information, or other work developed by Alert that contains Security Data must remain strictly confidential.
- All Security Data must remain onsite at the Airport.

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This matter was reviewed by Deputy City Attorney Richard F. Anthony on June 15, 2021 and by Budget Analysis Officer Gregory Sorensen on June 29, 2021.

TIMING CONSIDERATIONS

City Council action is requested on July 20, 2021, to ensure the confidentiality agreement is in place expeditiously to allow for the installation of the software upgrade in compliance with federal regulations.

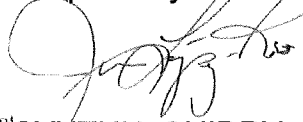
FISCAL IMPACT

This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no fiscal or local job impact associated with this recommendation.


SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,


CYNTHIA GUIDRY
DIRECTOR, LONG BEACH AIRPORT

APPROVED:


THOMAS B. MODICA
CITY MANAGER