



Special Administration and Finance Committee Agenda (revised 2/23/16)

Wednesday, February 24, 2016

4:00 PM

SeaTac City Hall – Riverton Room 128


Councilmembers:
Erin Sitterley, Chair
Peter Kwon
Pam Fernald

Staff Coordinator: Aaron Antin, Finance Director

ITEM	TOPIC	PROCESS	PRESENTER	TIME
1	Call to Order		Chair	
2	Public Comment	Please raise your hand if you'd like to speak. Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.	Chair	10
3	Ratification of a non-represented employee per SMC 2.65.030.	Discuss, Ratify Classification and compensation change in reference to the Assistant City Manager	Donny Payne	30
4	Phone System Update	Discuss, Recommendation to Council	Bart Perman	15
5	Citywide Memberships	Discuss, Approval or disapproval to process annual 2016 membership dues	Lesa Ellis	10
6	City Council and City Manager Travel Authorization and Approval of Related Expenses	Discuss, Keep the current policy of approval via the consent agenda as outlined in Section 13 of the Council's Administrative Procedures or Revise the Procedures for authorization via A&F	Lesa Ellis	10
7	SeaTV Channel 21	Discuss programming / schedule	Lesa Ellis	10
8	Adjourn		Chair	



MEMORANDUM

To: SeaTac City Council
From: Donny Payne, Interim City Manager 
Date: February 24, 2016
Re: Job Reclassification- Assistant City Manager

PURPOSE

To receive Administration and Finance (A&F) Committee ratification for reclassifying the non-represented Assistant City Manager position, in order to carry out sound personnel management and to accomplish objectives within the City's defined commitments.

Per SMC 2.65.010, the City Manager has the authority to administer personnel matters of the City, and is authorized to promulgate and implement personnel rules and regulations, administrative policies, manuals or directives.

BACKGROUND

The recent departure of the Assistant City Manager (ACM) in January, subsequent to her accepting a job in the private sector, prompted a position re-evaluation. As a result, I am recommending reclassification of the ACM position (salary range 77, starting @ \$117K/yr) to the position of (DCM) Deputy City Manager (Contracted, starting ~\$110K/yr).

STRATEGIC CHALLENGE

How can the City address the multiple issues regarding the vacated ACM position, as part of a larger classification and compensation re-structure, while improving public good in a fiscally-responsible way?

STAKEHOLDERS

Citizens: The taxpayers/citizens are concerned about government waste as well as being provided with appropriate services in a financially responsible way.

City Council: Wants an efficiently-run government, minimizing risk and maximizing public services in a fiscally-responsible manner. City must fulfill its legal and social obligations.

City Staff: Want to keep their jobs, require good leadership, and provide for the public good.

Businesses: The local businesses require well-run cities to keep and attract customers. Well-run cities provide the opportunities and infrastructure necessary for business success. SeaTac airport, the city's largest employer and regional economic engine needs support from a competently-run city as well.

ISSUES

Cost: Currently, the City is under-running revenue by \$2.7 mil in a particular line of accounting (utility taxes), which will need to be addressed soon. Efforts must be made to reduce the cost of government and increase economic development, while still conducting the effective work of local government. The City Manager's office is currently covering the severance pay of the former city manager until the end of June, while also paying for an interim City Manager. Additionally, the CMO has currently moved it's Admin III position to the Clerk's Office after a vacancy there, to help offset some costs.

Local Politics: The most recent election turned over the 7-person council to a different majority. That majority has been beset by supporters of the former regime, who rightly or wrongly, are calling attention to nearly *all* actions the new council takes. This appears to be burning up the political capital of the new regime, potentially creating a chilling effect on change they may want. Council may be wary of controversy of any kind, at this time.

Media: Local media outlets tend to feature negative opinions on the city, rather than successes and contributions to the businesses and citizens. The city has only been marginally successful in influencing the type of information reported, and thus a negative perception of the City now exists.

Efficiency: An efficient government saves taxpayers money. A 2010 study was commissioned by the City of SeaTac entitled "*Organizational Review of the Planning, Public Works and Economic Development Departments and Facilities Division.*" The study, conducted by the Prothman firm, assessed among many other things, span of control.

The number of direct reports a manager has, is referred to as their "span of control." The ideal number of direct reports who can be managed effectively can be elusive depending on the situation, though research and theories do exist, most notably those of experts V. A. Graicunas and Luther Gulick. Although there is no perfect ratio, span of control is critical to understanding organizational design and the behaviors within an organization; such as the approach used to interact with employees and the effectiveness of communication between each level of an organization. All of these factors increase/decrease overall effectiveness of the City government.

The Prothman study specifically stated: "We are concerned with the number of direct reports to the City Manager. Presently, the City Manager has 12 direct reports including, police, fire, finance, parks and recreation, human resources, legal, public works, city clerk, municipal court, facilities, the assistant city manager and now economic and community development. 12 direct reports is beyond an effective span of control (p. 11). While many of Prothman's efficiency recommendations were taken after this study, it is unclear why the City Manager's span-of-control and therefore organizational efficiency was not addressed.

Currently, it is nearly impossible to have meaningful contact with all twelve of the City Manger's direct reports, let alone with their subordinates; particularly in the off-site divisions of Parks and Recreation and Maintenance.

Organizational Transition: City hall is going through important changes. With the sea change in the City Council, and their forthcoming new initiatives (which may disrupt the status quo by design), there is a new sentiment in the organization. Council will most likely be taking the city through its own transition at the political level.

Vacancies- At the staff level, many key staff members, including the City Manager, Assistant City Manager, Parks & Recreation Director, Assistant Building Services Manager, Assistant Finance Director, Assistant City Engineer, plus several other positions are *vacant*. The Public Works Director and Facilities Manager are brand new, as is the Interim City Manager, creating a temporary drag on efficiency.

With so many vacancies in key positions, it will be difficult to train and inculcate a different organizational culture, which complements the City Council's new Vision/Mission, thus ensuring a high level of Citizen-focused productivity. Without decreasing the span of control of the City Manager, thereby giving time and space to properly develop and manage his subordinates, the transition the new City Council wants will be difficult to achieve.

ELEMENTS OF A STABLE SITUATION

With the amount of internal and external turmoil at City Hall since the election, it is necessary to fill those city vacancies that have great overall impact on the citizens. But prior to this, the classification and compensation of *some* vacancies (particularly exempt positions) need to be revised to better adjust to the city's needs, current situation and the market for labor, in order to carry out sound personnel management; consequently accomplishing the objectives within the City's defined commitments.

A number of revisions to the job description of the ACM, will properly reflect the new duties and expectations of the DCM position, supporting the permanent City Manager, their initiatives, and including an emphasis on transition planning, directing and overseeing the administrative activities and operations of the City; implementing policies and procedures, participating in major negotiations, coordinating special

projects and coordinating assigned activities with City departments and outside agencies. Additionally, this will be a contracted position, which will allow for flexibility in terms of, duties, wages, term of employment and benefits offered.

RECOMMENDATION

Ratify the proposed change to the Assistant City Manager position in order to set the groundwork for a more efficient government organization, which better provides for the public good by fulfilling the City Council's new Vision and Mission.

CITY OF SEATAC

CLASS TITLE: DEPUTY CITY MANAGER

Salary Range: CONTRACT

Essential Personnel: Yes **No**

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Serve as a member of the City administration's Leadership Team. Under direction of the City Manager, plan, direct and oversee the administrative activities and operations of the City including implementing policies and procedures, participating in major negotiations, coordinating special projects and coordinating assigned activities with City departments and outside agencies.

REPRESENTATIVE DUTIES:

1. Ensure effectiveness of daily operations for assigned City departments and activities, provide management direction by expediting workflow and assuring achievement of departmental work programs through coordination and facilitation of assigned Department Heads. Monitor activities of the assigned departments and ensure that City Council goals and directives are properly implemented and monitored. Act as the executive branch liaison to Municipal Court. *E*
2. Plans, directs and coordinates, through assigned Department Heads, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction, motivation and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems. *E*
3. Participate in the development of City goals and objectives; incorporating community input, recommends and administers policies and procedures for City Manager and City Council approval. *E*
4. Participate in the preparation and coordination of the City's annual budget, capital improvement budget and internal fiscal control measures; participates in the development of financial forecasts and information including reviewing expenditures and revenues. *E*
5. Provide assistance to assigned Department Heads, respond to requests for policy implementation, direction, review draft City Council agendas and conduct agenda meetings.. *E*
6. Plan, organize, coordinate and administer various policies, projects and programs; facilitates project activities and solves problems; develops and submits project reports to the City Manager. *E*
7. Conduct research and develop recommendations on citywide work methods, operating

policies and procedures, programs, services and other administrative issues; observe operations, analyze findings and implications; prepare and present staff reports and other correspondence. *E*

8. Prepare and present reports; compile statistics and make recommendations to the City Manager, City Council, and Department Heads on assigned policies, issues, proposals and concerns which affect the City. Develops new policies in consultation with the City Manager. *E*
9. Direct and coordinate legislative activities and policy development; analyze and problem-solve complex legislative issues; help determine legislative impact on the City; research and develop policy recommendations; facilitate communication between City Manager's office and other City departments regarding legislative issues and policies. Works with legislators to develop or influence legislation; recommends revisions to proposed legislation. *E*
10. Oversees the conduct of studies, surveys and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review. *E*
11. Supervise and evaluate the performance of assigned staff; interview and select employees, determine transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*
12. Develop and maintain cooperative efforts, communications and relationships with public and private organizations, associations and groups; coordinate and facilitate meetings to address and resolve complaints and concerns; serve as liaison with Department Heads, City Council, City Manager and other external agencies. *E*
13. Attend a variety of meetings and conferences including all City Council meetings, workshops, retreats; serve on committees and administrative boards and represent the City Manager as directed; coordinate and participate in providing reasonable staff assistance to the City Manager, City Council and other City boards and commissions as assigned. *E*
14. Provide City policy and operational coordination and assistance in other areas as assigned; investigate concerns, identify issues, assess alternatives, provide information, coordinate resources, and facilitate solutions to assure maximum efficiency and effectiveness in meeting established goals and objectives. *E*
15. Perform the duties of the City Manager in the absence of the Manager. *E*
16. Serve on City negotiation teams as assigned. *E*
17. Perform related duties as assigned.

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Advanced principles and practices of public administration, including the organization, functions and challenges of municipal government.
- Advanced principles and practices of organization, decision-making, management and supervision.
- Federal and Washington State organizations, policies, laws and objectives related to local government and local code, ordinances and regulations.
- Current social, political and economic trends and operating challenges of municipal government.
- Lean Six Sigma and strategic planning practices.
- Principles and practices of public administration and program development.
- City organization, operations, policies and objectives.
- Legislative functions, authorities, responsibilities, and issues.
- Principles and practices of budget development, preparation and administration.
- Project planning, organization and coordination.
- Public relations skills, community engagement skills and public speaking techniques.
- Principles and practices of supervision and training.
- Record-keeping techniques.

SKILLED IN:

- Planning, organizing, coordinating and administering programs and policies.
- Effectively coordinating legislative and policy making activities.
- Techniques of research, statistical analysis and report presentations.
- Use of written communication to prepare detailed reports, proposals, etc. as assigned.
- Use of oral communication to present information at meetings with various citizen groups, business groups and to the City Council.
- Developing, negotiating and managing contracts for services and interlocal agreements with other governmental organizations.
- Conducting community outreach and making promotional presentations.
- Working independently with little direction.

ABILITY TO:

- Provide effective leadership and coordinate the activities of assigned departments.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Establish and maintain cooperative and effective working relationships with community leaders, administrators, political officials and City staff.
- Delegate authority and responsibility.
- Deal with sensitive situations tactfully and effectively while representing the interests of the City of SeaTac.
- Research, analyze and evaluate new service delivery methods and techniques.
- Use a desktop computer and software including word processing, spreadsheet, database and PowerPoint applications.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in public or business administration or closely related field is required. Master’s degree in Public Administration or closely related field is preferred.
- Ten (10) years of progressively responsible administrative of staff experience in government.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license with good driving record. A three year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a desktop computer. Drives a vehicle to conduct work. Attends evening meetings as required. Some travel to attend professional meetings and conferences is expected.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and other standard office equipment; sitting or standing for extended periods of time; seeing to read documents and conduct a variety of assigned activities; hearing and speaking to exchange information and make presentations.

HAZARDS:

Contact with difficult, dissatisfied or abusive individuals.

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

Employee Signature

Date

Employee Name (*PRINTED*)

Created: 02/16 D Payne; V Audett

Assistant City Manager			
<i>Year</i>	<i>Low</i>	<i>High</i>	<i>Incumbent</i>
2016	\$117,005	\$149,777	<i>Gwen Voelpel</i>
2015	\$114,712	\$146,840	<i>Gwen Voelpel</i>
2014	\$111,889	\$143,227	<i>Gwen Voelpel</i>
2013	\$108,841	\$139,326	<i>Gwen Voelpel</i>
2012	\$105,293	\$134,784	<i>Gwen Voelpel</i>
2011	vacant		Contract
2010	vacant		Contract
2009	\$110,250		Contract <i>Todd Cutts</i>
2008	\$105,000		Contract <i>Todd Cutts</i>
2007	\$114,051		Contract <i>Tina Rogers</i>
2006	\$109,276		Contract <i>Tina Rogers</i>

City Manager		
<i>Year</i>	<i>Contract Salary</i>	
2016	\$149,999	<i>Donny Payne</i>
2015	\$161,628	<i>Todd Cutts</i>
2014	\$157,702	<i>Todd Cutts</i>
2013	\$153,406	<i>Todd Cutts</i>
2012	\$148,405	<i>Todd Cutts</i>
2011	\$144,083	<i>Todd Cutts</i>
2010	\$135,607	<i>Todd Cutts</i>
2009	\$129,957	<i>Todd Cutts</i>
2008	\$149,531	<i>Craig Ward</i>
2007	\$144,986	<i>Craig Ward</i>
2006	\$132,300	<i>Craig Ward</i>

**City of SeaTac
Salary Survey
2016**

Position: Deputy City Manager

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake			No Match
Bothell	\$ 10,666	\$ 13,561	Assistant City Manager (CED, PW, Parks, HR, IS) <i>Council/Manager - reports to City Manager</i>
Burien			No Match
Edmonds			No Match
Issaquah	\$ 11,758	\$ 16,053	Deputy City Administrator (CED, PW, Parks, HR) <i>Strong Mayor - reports to City Administrator under Mayor</i>
Lynnwood			No Match
Marysville			No Match
Puyallup			No Match
Tukwila			No Match
University Place			No Match
Arlington			No Match
Auburn			No Match
Covington			No Match
Des Moines			No Match
Kenmore			No Match
Kirkland			No Match
Lake Forest Park			No Match
Lake Stevens			No Match
Maple Valley			No Match
Mercer Island			No Match
Mill Creek			No Match
Monroe			No Match
Mountlake Terrace			No Match
Mukilteo			No Match
Redmond			No Match
Renton			No Match
Sammamish			No Match
Shoreline			No Match
Average	\$ 11,212	\$ 14,807	No Range Available - Average Exceeds Maximum
SEATAC	\$9,750	\$12,481	Current Range 77
\$ Differential	(\$1,452)	(\$2,326)	
% Differential	-15.0%	-18.6%	

*A few "No Match" cities have Assistant City Managers, however they are not suitable matches as they do not have multiple department/divisions reporting to them.



MEMORANDUM

To: Administration and Finance Committee
Through: Add 'through' item.
CC: Add 'CC' item.
From: Bart Perman, Information Systems Manager
Date: February 22, 2016
Re: City phone system upgrade

The City's phone and voicemail system is in need of an upgrade to get the hardware and software up to current versions. We originally purchased the system when we move to our current City Hall location in 2002. We upgraded the system in 2009 to bring us to the then current version and to integrate our voicemail and email systems.

We had planned to upgrade our Microsoft Exchange server in 2015 to the current version, but in the planning stages discovered that our existing voicemail server is not compatible with the current Exchange version. We have been paying yearly software maintenance on the system so we contacted Cisco about acquiring the software to upgrade our voicemail server. We were notified that the maintenance we had been paying was only for technical support and minor releases, and did not cover major version upgrades. The same held true for the maintenance we have been paying for the rest of the phone system.

Information Systems has been working with Presidio, a Cisco partner, on a plan to get us current on all of our phone system hardware and software. The projected cost of this upgrade is \$51,162. This is a turnkey project that includes all hardware, software, needs analysis, project planning and implementation. As this upgrade was not anticipated at this time, this project is not included in the 2016-2016 budget, however this amount can be made up with line item savings in our capital hardware accounts.

The benefits of proceeding with this upgrade include increased functionality and stability of our phone system, ensuring compatibility with our email system and the cost savings of a limited time migration cost from Cisco.

The risks of delaying or not proceeding with this upgrade include relying on a system that is past its support life and additional costs related to upgrading the system in the future.

6. PRICING

Presidio is providing a Budget Estimate (BE) as part of this Proposal.

Presidio will invoice City of SeaTac based on the project milestone(s) listed below:

Billing Milestone	Fixed / Estimated	Amount
Systems Engineering and Planning Phase Complete*	Fixed	\$ 10,125.00
Execution Phase Complete**	Estimated	\$ 19,800.00
Bill of Materials Shipped (see attached)***	Estimated	\$ 14,075.20
Vendor Services (see attached) – Annualized	Estimated	\$ 7,162.08
Total	Estimated	\$ 51,162.28

* Please note each individual phase subsequent to the Systems Engineering and Planning Phase is optional and is a standalone activity.

** Execution Phase billing may be broken up into sub phase(s) and the pricing finalized as agreed to in the Systems Engineering Acceptance document.

*** Attached BOM will be converted into a Fixed Quote for ordering upon the completion of the Planning Phase.

**** At City of SeaTac's request, Presidio will provide additional information regarding Presidio's managed services offering through Presidio Managed Services. If City of SeaTac wishes to purchase these optional services, Presidio will work with City of SeaTac to address these needs. Presidio provides these services via a separate, stand alone, mutual written agreement between Presidio and its clients.

Invoices should be sent to the following address:

City of SeaTac Attn:

Accounts Payable

4800 S 188th St

SeaTac, WA 98188

Expenses

TO:
 City of SeaTac
 Bart Perman
 4800 South 188th Street
 SeaTac, WA 98188-8605

 bperman@ci.seatac.wa.us
 (p) 206.973.4891

FROM:
 Presidio Networked Solutions Group, LLC
 Peter Alpiger
 10655 NE 4th Street
 Suite 212
 Bellevue, WA 98004

 palpiger@presidio.com
 (p) 469.549.9841

Customer#: CITY0975
Account Manager: Matthew Barrall
Inside Sales Rep: Peter Alpiger
Title: UC Upgrade

#	Part #	Description	Unit Price	Qty	Ext Price
R-CBE6K-K9					
1	R-CBE6K-K9	Cisco Business Edition 6000-Electronic SW Delivery-Top Level	\$0.00	1	\$0.00
2	EXPWY-VE-C-K9	Cisco Expressway-C Server, Virtual Edition	\$0.00	1	\$0.00
3	EXPWY-VE-E-K9	Cisco Expressway-E Server, Virtual Edition	\$0.00	1	\$0.00
4	SW-EXP-8.X-K9	Software Image for Expressway with Encryption, Version X8	\$0.00	1	\$0.00
5	LIC-EXP-E-PAK	Expressway Series, Expressway-E PAK	\$0.00	1	\$0.00
6	LIC-EXP-GW	Enable GW Feature (H323-SIP)	\$0.00	2	\$0.00
7	LIC-EXP-E	Enable Expressway-E Feature Set	\$0.00	1	\$0.00
8	LIC-EXP-TURN	Enable TURN Relay Option	\$0.00	1	\$0.00
9	LIC-EXP-AN	Enable Advanced Networking Option	\$0.00	1	\$0.00
10	LIC-SW-EXP-K9	License Key Software Encrypted	\$0.00	2	\$0.00
11	LIC-EXP-SERIES	Enable Expressway Series Feature Set	\$0.00	2	\$0.00
12	BE6K-PAK	Cisco Business Edition 6000 - PAK - Single Fulfillment	\$0.00	1	\$0.00
13	BE6K-SW-10.X	Business Edition 6000 v10 export restricted software	\$0.00	1	\$0.00
14	UPG-6K-ESS	BE6000 Essential UCL - GCSC SW Upgrade	\$4.00	24	\$96.00
15	UPG-6K-ENH	BE6000 Enhanced UCL - GCSC SW Upgrade	\$18.00	170	\$3,060.00
16	UPG-6K-VM	BE6000 Messaging UCL - GCSC SW Upgrade	\$6.00	170	\$1,020.00
17	UC-8.X-OR-EARLIER	Version 8.x or Earlier	\$0.00	1	\$0.00
18	UCM-10X-ENH-UCL	BE6K UCM 10X Enhanced User Connect License - Single	\$0.00	170	\$0.00
19	UCM-10X-ESS-UCL	BE6K UCM 10X Essential User Connect License - Single	\$0.00	24	\$0.00
20	UCN-10X-VM-UCL	BE6000 Unity Connection 10x Basic Voicemail License	\$0.00	170	\$0.00
Total:					\$4,176.00
R-EMRGNCY-RSPNDR					
21	R-EMRGNCY-RSPNDR	Emergency Responder Electronic Software Delivery	\$0.00	1	\$0.00

22	ER-7.X-OR-EARLIER	For upgrade from CER 7.X or earlier	\$0.00	1	\$0.00
23	ER11-USR-1-UPG	EMRGNCY RSPNDR USR LIC 1 PHN UPGD TO 11X FROM 9X OR EARLIER	\$4.00	200	\$800.00
24	ER11.0-SW-UXX-K9	EMRGNCY RSPNDR 11.0 SW UPGD 7X OR 80	\$0.00	1	\$0.00
Total:					\$800.00
BE6M-M4-K9=					
25	BE6M-M4-K9=	Cisco Business Edition 6000M Svr (M4), Export Restricted SW	\$3,760.00	2	\$7,520.00
26	CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	\$0.00	2	\$0.00
27	VMW-VS5-SNS	Cisco UC Virt. Hypervisor 5.x - SnS	\$0.00	2	\$0.00
28	BE6K-SW-10X11X-K9	Cisco Business Edition 6000 - Software App Version 10.X 11.X	\$0.00	2	\$0.00
29	VMW-VS5-HYP-K9	Cisco UC Virt. Hypervisor 5.x (2-socket)	\$0.00	2	\$0.00
30	CIT-A03-D300GA2	300GB 6Gb SAS 10K RPM SFF HDD/hot plug/drive sled mounted	\$0.00	12	\$0.00
31	CIT-MR-1X162RU-A	16GB DDR4-2133-MHz RDIMM/PC4-17000/dual rank/x4/1.2v	\$0.00	4	\$0.00
32	CIT-MRAID12G	Cisco 12G SAS Modular Raid Controller	\$0.00	2	\$0.00
33	CIT-MRAID12G-1GB	Cisco 12Gbps SAS 1GB FBWC Cache module (Raid 0/1/5/6)	\$0.00	2	\$0.00
34	CIT-PSU1-770W	770W AC Hot-Plug Power Supply for 1U C-Series Rack Server	\$0.00	2	\$0.00
35	R2XX-RAID5	Enable RAID 5 Setting	\$0.00	2	\$0.00
36	CIT-CPU-E52630D	2.40 GHz E5-2630 v3/85W 8C/20MB Cache/DDR4 1866MHz	\$0.00	2	\$0.00
Total:					\$7,520.00
UCSC-PSU1-770W=					
37	UCSC-PSU1-770W=	770W AC Hot-Plug Power Supply for 1U C-Series Rack Server	\$279.60	2	\$559.20
Total:					\$559.20
CAB-9K12A-NA=					
38	CAB-9K12A-NA=	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	\$10.00	2	\$20.00
Total:					\$20.00
39	PS-SVC-FF	Fixed Fee for Presidio employee labor	\$1,000.00	1.00	\$1,000.00
		Deliverable: Health Check / Technology Road Map			

Sub Total:		\$14,075.20
Grand Total:		\$14,075.20

TO:
 City of SeaTac
 Bart Perman
 4800 South 188th Street
 SeaTac, WA 98188-8605

 bperman@ci.seatac.wa.us
 (p) 206.973.4891

FROM:
 Presidio Networked Solutions Group, LLC
 Peter Alpiger
 10655 NE 4th Street
 Suite 212
 Bellevue, WA 98004

 palpiger@presidio.com
 (p) 469.549.9841

Customer#: CITY0975
Account Manager: Matthew Barrall
Inside Sales Rep: Peter Alpiger
Title: UC Upgrade - SmartNET

#	Part #	Description	Unit Price	Qty	Ext Price
1	CON-ECMU-RCBE6KK	SWSS UPGRADES Cisco Business Editi	\$0.00	1 for 12 mo(s)	\$0.00
2	CON-ECMU-UCMENHUC	SWSS UPGRADES BE6K UCM 10X Enhance	\$21.44	170 for 12 mo(s)	\$3,644.80
3	CON-ECMU-UCMESSUC	SWSS UPGRADES BE6K UCM 10X Essenti	\$4.47	24 for 12 mo(s)	\$107.28
4	CON-ECMU-UCN10XVM	SWSS UPGRADES BE6K - Unity Connect	\$14.00	170 for 12 mo(s)	\$2,380.00
5	CON-ECMU-EMRGNCY	SWSS UPGRADES EMRGNCY RSPNDR	\$0.00	1 for 12 mo(s)	\$0.00
6	CON-ECMU-ER11USRG	SWSS UPGRADES RSPNDR USR LIC 1 PHN UPGD TO 11X FROM 9X	\$2.00	200 for 12 mo(s)	\$400.00
7	CON-SNT-BE6M4M4K	SNTC-8X5XNBD Cisco Business Edition 6000M Svr (M4), E	\$315.00	2 for 12 mo(s)	\$630.00

Sub Total:					\$7,162.08
Grand Total:					\$7,162.08

Benefits of Upgrading Cisco Unified Communications Manager 7.x to 10.x/11.x



Since the introduction of Cisco Unified Communications Manager Release 7.x in 2008, Cisco continues the innovation momentum with new releases offered to you every 12 to 18 months. Cisco Unified Communications Manager Release 10.0 is the latest offering. If your company has not updated Cisco CallManager or Cisco Unified Communications Manager software within the last few years, now is the best time to upgrade and benefit from compelling new business and technical advantages.

Why Upgrade to Release 10.x/11.x Now?

- Server hardware and software have reached their end-of-life/end-of-support.
- For a limited time, Cisco has assembled an attractive offer package to minimize the migration cost.
- Minimal effort is needed to upgrade using the new, low-risk migration feature.
- For a limited time, Cisco offers a dedicated support team to help with the upgrade.

Cisco Unified Communications Manager Release 10.x/11.x leads the industry forward in the next generation collaboration experience, including features such as:

- BYOD
- Mobility
- Video
- B2B / Remote Worker
- Virtualization
- Customer Collaboration
- Operation Efficiency / Self-Service

Protect your business investment and maximize your Return on Investment (ROI) as you boost productivity, reduce IT complexity, and increase operational efficiency using the accelerated business innovations you get from the enhanced user experience offered in Release 10.x/11.x.

Right Time to Upgrade

Cisco Unified Call Manager Release 7.x server hardware and software are reaching end-of-life/end-of-support. Cisco Unified Call Manager Release 7.1 announced end-of-life in December, 2011.

See the end-of-life announcement:

www.cisco.com/en/US/prod/collateral/voicesw/ps6788/vcallcon/ps556/end_of_life_notice_c51-695269.html

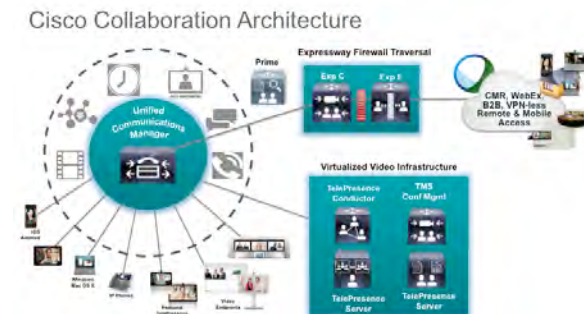
For a *limited time*, Cisco has put together a holistic support structure for your upgrade activities.

- A dedicated licensing *SWAT team* handling 100% of licensing migration cases.
- Additional *PDI helpdesk* staff to help Cisco qualified UC partners set up a proper migration strategy and file a proactive TAC case on your behalf.
- *Special TAC* force, who are the right support personnel with the right skillsets to help you mitigate any migration issues during the upgrade.
- A *dedicated program team* to support the overall activities and coordinate various Cisco internal teams, including engineering escalation teams.

Cisco also offers an *attractive migration package* that saves you on the *cost of upgrading* to Cisco Unified Communications Manager Release 10.x/11.x. Please work with your preferred Cisco UC partner for details.

Next Generation Collaboration Experience

To excel in today's fast-paced world, businesses have to communicate and collaborate from anywhere, using any device, on any network in a cost-effective, reliable, and secure manner. Cisco Unified Communications Manager Release 10.x/11.x is the industry leader in enterprise call and session management platforms. Cisco delivers *people-centric* user and administrative experiences while supporting the full range of collaboration services, including: video, voice, IM and Presence, messaging, and mobility on both Cisco and third-party devices.



BYOD

Bring Your Own Devices (BYOD) helps your organization create adaptive workspaces that build productivity, business agility, security, and competitive advantage.

Cisco Jabber empowers IT to offer users a choice of devices to use for their work wherever they work most effectively. Use both personal and company-issued mobile devices as a highly secure extension of your enterprise network.



Integrate your Cisco collaboration experience into customer business processes by leveraging Cisco Jabber SDK capabilities. For example, you can see user availability from Sales force web interfaces and initiate IM, voice, video, or conferencing directly.

Mobility

Mobility provides superior collaboration experiences for effective, anywhere, on any device connectivity. Removing location as a limitation improves your business agility and opens up the possibility for new business opportunities.

Enhanced mobility features in Release 10.x/11.x include:

- Improved mobility user experience with video calling.
- Get video or participate in a video conference in Wi-Fi and cellular to switch sessions between mobile and desk phones.
- Session resumption capability for Dial via Office Reverse Call-back (DVO-R) and Single Number Reach so that end users can call back the final target.
- Consistent user experience for voice-over-IP (VoIP) and cellular modes for mobile devices.

Video

Video is an essential part of effective, natural collaboration. Only Cisco provides the breadth of applications and endpoints to make pervasive video a reality.

- Cisco has the *broadest suite of video endpoints* to integrate video into the fabric of how you work.
- Cisco has the *only business video architecture* designed for scale, speed, and reliability.
- Cisco is promoting a *new wave of video experiences* that change the way we communicate in the home, at work, and when mobile.
- *Unified voice and video* capabilities on one platform. A *Unified Call Control* with Cisco Unified Communications Manager Release 10.x/11.x is the heart of Cisco collaboration, adding seamless and enhanced support to video endpoints, bringing admin advantages such as a unified dial-plan and features such as shared lines and Extension Mobility.
- *Directory Uniform Resource Identifier* (URI) dialing extends reachability to users and devices by enabling dialing using email addresses.

Business to Business (B2B) / Remote Worker

Collaboration solutions bring people and information together. Improved participation, inside and outside, the organization leads to increased productivity, simplified business processes and improved workflow. *Cisco Expressway* is the B2B and Remote Worker extension to Cisco Unified Communications Manager Release 10.x/11.x and provides the following.

- Secure *business-to-business* video collaboration outside the enterprise for enhanced communication with suppliers, partners and customers.
- *Remote and home-based worker* productivity is improved with on-net access to video collaboration, securely without the need for a separate VPN. It supports a range of video endpoints and Cisco Jabber for smartphones, tablets, and desktops.
- Secure communications through *standards-based* and secure firewalls is possible for all SIP and H.323 devices.

Operational Efficiency

As the work environment evolves with mobile work styles and device choices, so do the options for using technology to improve your bottom line. You can still improve collaboration while reducing the total cost of IT ownership and adapting more quickly and flexibly to change.

Cisco Unified Communications Manager Release 10.x/11.x introduces ways for you to provide significant reductions in IT complexity.

- *Virtualized servers* help reduce power consumption, rack space, and administration cost to lower the Total Cost of Ownership and improve reliability, scalability, and manageability.
- *Unified Call Control* brings together voice, video, and data into a single IP network to simplify management, reduce costs, and support effective communications.
- *Simplified provisioning and Management*. Examples are Enterprise License Manager (ELM) for cost effective licensing, admin integration of Cisco Unified Communications Manager IM and Presence Service.
- *Self-Service* (10.0 feature) provides end users the ability to setup their own phones and manage how they make and receive calls. Examples include speed dial setup across phones, Single Number Reach/Mobility, and Extend & Connect. This frees up administrators from doing all the provisioning and increases end-user satisfaction.

New with Cisco Unified Communications Manager Version 11.0

Cisco Unified Communications Manager Version 10.0 builds on the many capabilities of previous versions by:

- Providing smooth experiences for end users and system administrators: Ability to search Microsoft Active Directory groups for Jabber; allows remote devices to connect without creating a VPN- on DX/78/8800 series endpoints; provides integrated administration, serviceability, and user options and preferences for Instant Messaging and Presence (IM&P);
- Offering enhanced security with new Next-generation encryption support that includes the Transport Layer Security (TLS) 1.2 and Advanced Encryption Standard 256 (AES-256) and Rivest-Shamir Adelman (RSA).
- Support for efficient sharing of conferencing resources with ad hoc conferencing. Conference with interactive voice response (IVR) directory number, which enables both internal and external callers to join a conference.
- Removing management complexity with automated, accelerated provisioning and simplified, real-time monitoring and troubleshooting. Cisco Prime Collaboration Standard, a fully web-enabled management application, is included with all Cisco Unified Workspace Licensing and Cisco User Connect Licensing for Cisco Unified Communications. Addition of Cisco

Unified Communications manager nodes to expand the cluster through Cisco Prime Collaboration deployment

Features	4-7.x	8.0.x	8.5/8.6	9.1(2)	10.5	11.0
Virtualization	X	✓	✓	✓	✓	✓
BYOD (Jabber for voice/video)	X	X	✓	✓	✓	✓
Video (Unified Voice/Video call Control)	X	X	✓	✓	✓	✓
Mobility (SNR for Voice and Video)	X	X	X	✓	✓	✓
B2B (SIP URI-Dialing & Expressway)	X	X	X	✓	✓	✓
Central License Management (PLM)	X	X	X	✓	✓	✓
Collaboration Edge	X	X	X	✓	✓	✓
Prime Collaboration	X	X	X	X	✓	✓
Self Provisioning and Self Care	X	X	X	X	✓	✓
Video enabled Contact Center	X	X	X	X	✓	✓
Single Sign-On	X	X	X	X	✓	✓
VPN-less support for DX/78/8800 series (CSR 11.0)	X	X	X	X	X	✓
Enhanced Lync 2013 Interop (CSR 11.0)	X	X	X	X	X	✓

For More Information

Work with your preferred Cisco UC partner for the latest Cisco Unified Communications Manager upgrade offers. Take advantage of the built-in Cisco Unified Communications Software Subscription (UCSS) component so that your investment on this upgrade is fully protected for future major, minor, and maintenance releases within the UCSS subscription period. See the following urls for details:

Customer landing page: www.cisco.com/go/cucmupgrade

Partner landing page: www.cisco.com/go/driveto9



Cisco has more than 200 offices worldwide. Addresses, phone numbers, and fax numbers are listed on the Cisco Website at www.cisco.com/go/offices



MEMORANDUM

To: A&F Committee
From: Lesa Ellis, Executive Assistant
Date: February 19, 2016
Re: Memberships

Typically, invoices for memberships in the adopted budget are paid without going to committee for approval. I would like to take this opportunity to discuss memberships in the City Council budget.

The following memberships are budgeted in the City Council adopted 2016 budget:

Association of Washington Cities (AWC) \$19,173

Please see the attached letter from AWC explaining the benefits of membership. A key benefit that is not noted is that we must be members to participate in the AWC Trust (our health insurance provider).

Sound Cities Association (SCA) \$16,742

From the SCA website: The Sound Cities Association (SCA) represents 36 cities of King County and provides a voice for nearly one million people.

SCA was founded in the 1970s to help cities act locally and partner regionally to create vital, livable communities through advocacy, education, leadership, mutual support and networking.

The vision of the SCA is to be the most influential advocate for cities, effectively collaborating to create regional solutions. We provide leadership on economic and community development, transportation, land use, health, government operations, environment, education, public safety, social welfare and other public policy issues.

We are proud of our collaboration with [King County](#), [Washington State](#), the [Puget Sound Regional Council](#), [Association of Washington Cities](#) and other regional organizations.

SeaTac has historically participated and had City Council representation on SCA committees.

National League of Cities (NLC) \$1,861

Please see attached documents provided by NLC with the renewal statement. SeaTac has historically participated and had City Council representation on NLC policy committees.

Puget Sound Regional Council (PSRC) Approximately \$10,000 (2016 invoice not yet received)

From the PSRC Website: Regional Transportation, Growth Management, and Economic Development Planning. Member cities have a vote on assembly actions. The City has historically participated at the general assembly meeting. The link to the members: <http://www.psrc.org/about/members/>

Southwest King County Chamber of Commerce (SWKCC) \$5,000

The \$5,000 amount was the general fund portion of the dues (from the City Council budget), with the remaining \$15,000 being paid from Hotel/Motel Tax funds. The City was historically a member of the Chamber until 2015 when the Chamber changed their membership dues structure for municipalities. The City made the decision to not pay membership dues in 2015. Our economic development manager Jeff Robinson has indicated that the Chamber of Commerce has a new director, but he has not yet heard a proposal for 2016 municipal memberships.

Additionally, I have heard concerns raised by past Councilmembers in regard to the membership with ICLEI which was budgeted in the Public Works budget. Resource conservation/neighborhood grant coordinator Trudy Olson said the City will not be paying for membership this year, as the information the City needed has already been obtained.

Attachments

AWC Membership Fee Invoice

City of SeaTac
480 S 188th St Ste 100
SeaTac, WA 98188

APPROVED FOR PAYMENT

BY: *[Signature]*

DATE: 2/18/16

BAR# 001.000.01.511.00.49.001

Invoice Date: December 30, 2015

Invoice Number: 39913

Amount Due: \$ 19,173

Amount Enclosed: \$ _____

Please remove top portion and return with payment

Mission

AWC's mission is to serve our members through advocacy, education and services.

Vision

AWC is a highly respected voice of cities and towns before the Legislature, Congress, government agencies and others. We are the leader in providing valuable services and continuing education for our membership. We are the catalyst for promoting communication between cities and towns and for developing a broad public understanding for the important role of cities and towns across the state.

The Association of Washington Cities is the official organization of cities and towns in the State of Washington. Each city paying the annual membership fee is a member and has an equal voice in the determination of the Association's policy.

The AWC membership fee reflects a modest rate increase of approximately one percent (1.0%). The increase is equal to the rate of increase in the state and local government component of the Implicit Price Deflator (IPD). The IPD, per longstanding AWC Board policy, is the index used for the computation of rate adjustments.

2016 membership fee \$ 19,173

Make checks payable to AWC. Send payment with a copy of this invoice by **February 1, 2016**.

Association of Washington Cities

1076 Franklin St SE

Olympia WA 98501

For questions on your invoice, contact April Petersen at aprilp@awcnet.org or 1-800-562-8981.

IRS #91-6000045

*2/17/16 - Vanessa
verified we must be
members to participate
in the Trust for health insurance. Lisa*

awcnet.org
360.753.4137 • 800.562.8981

December 30, 2015

Mia Gregerson, Mayor
City of SeaTac
4800 S 188th St Ste 100
SeaTac, WA 98188

Re: AWC Membership dues for 2016

Dear Mayor Gregerson,

As we ring in the New Year, I want to thank you for your city's AWC membership. We value your commitment to joining together with other city officials statewide as we support your efforts to build strong cities. I also want to extend a warm welcome to the nearly 300 newly-elected officials who recently took office.

Last year marked the longest legislative session in history, and cities saw signs of a renewed city-state partnership. We believe our success is a direct result of the thousands of city officials from throughout the state who rallied together to let policymakers know that our state is only as strong as its cities and towns.

Bringing cities and towns together to achieve greater results and deliver stronger services is at the heart of our *Strong Cities, Great State* campaign and influences everything we do. These efforts are supported by our Government Relations, Education, Research and Communications teams, as well as our exceptional Member Pooling Programs that serve more than 380 cities, towns, and other jurisdictions.

We are excited to work with you, others from your city, and our entire membership in 2016. A few things you can expect to see from us include:

- Keeping you informed and initiating action during the legislative session.
- Raising the profile of city issues during the 2016 election cycle by educating statewide and legislative candidates about city needs.
- Telling the city story through data on AWC's Open Data Portal and giving you well-rounded information that allows you to make fact-based decisions.
- Hosting conferences and issue-driven forums and eLearning opportunities to give new and seasoned city officials the tools they need.
- Providing member-driven programs with a particular focus on cost savings, prevention, and excellent customer service.



1301 Pennsylvania Ave., NW, Washington, DC 20004-1763 | 202-626-3000 | Fax: 202-626-3043 | www.nlc.org

Membership Renewal Statement

Kristina Gregg
City Clerk
City of SeaTac
4800 S 188th St
Seatac, WA 98188-8605

Date: 12/04/2015
Invoice #: 116120
Member #: 0000046020
Member Since: 02/01/2000
Membership Expiration: 01/31/2016

Your municipality's National League of Cities membership will soon be terminated. Act now so your municipal officials and staff do not lose the benefits of NLC membership, including publications and essential information from Washington, conference registration discounts, access to programs and resources, and opportunities to network and exchange valuable ideas and solutions. Renew your municipality's membership today!

Sincerely,
Clarence E. Anthony
NLC Executive Director & Former Mayor, South Bay, Florida

Questions? Contact Member Relations at membership@nlc.org or toll free 877-827-2385.

Description	Quantity	Price	Discount	Amount
Direct Member Dues	1	\$1,861.00	\$0.00	\$1,861.00

Invoice Total	\$1,861.00
Amount Paid	\$0.00
PLEASE PAY	\$1,861.00
LDF Contribution (5% of Dues = \$93.05)	\$ _____
TOTAL	\$ _____

The Legal Defense Fund is supported in part by voluntary contributions from NLC members. Funds collected will cover fees for carefully selected litigation on behalf of municipalities where a court decision or regulatory ruling could have a significant impact. The NLC board suggests a contribution equal to 5% of a member city's annual dues. However, contributions of any size are welcome.

PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Invoice #: 116120

Member #: 0000046020

Kristina Gregg
City Clerk
City of SeaTac
4800 S 188th St
Seatac, WA 98188-8605

Remit Payment To:

National League of Cities
Membership Lockbox 4047, PO Box 17425, Baltimore, MD 21298-8240

Total Due: **\$1,861.00**
Amt Remitted : _____

10 Easy Ways to Get Engaged with NLC

1. Read *The Weekly*: NLC's weekly email highlighting the news that matters for cities.
2. Engage with NLC on Twitter (@leagueofcities), Facebook, and our blog CitiesSpeak.org.
3. Connect with **NLC University** to find professional development opportunities to gain practical leadership skills, abilities and strategies to lead change and innovation in your cities and towns.
4. Join a **Member Council or Constituency Group** and network with other individuals in the organization who share similar challenges and new ideas.
5. Read and digest NLC's latest research reports, action guides and toolkits. (On the website, click on Build Skills and Networks, then Resources.)
6. Sign up for the NLC Prescription Discount Card Program, the NLC Service Line Warranty Program or another city savings program – most are free to members and bring value not only to the city but to your residents too!
7. Subscribe to the **Federal Advocacy** email update to stay on top of developments in Washington, DC that affect your city.
8. Browse the online resources available from NLC's Institute for Youth, Education & Families – you're bound to learn something new that you can apply in your city.
9. Check out the NLC's Sustainable Cities Institute featuring city profiles, case studies, and model policies showcasing comprehensive approaches to sustainability.
www.sustainablecitiesinstitute.org
10. Volunteer to become a member of the **NLC Ambassador Team or Peer2Peer Network**.

Call or email Member Relations today for more information (877) 827-2385 or email us at memberservices@nlc.org.