



**CITY OF TACOMA, WASHINGTON
OFFICE OF THE CITY COUNCIL
COUNCIL CONSIDERATION REQUEST (CCR)**

TO: Members of the City Council
FROM: Mayor Strickland
COPIES TO: T.C. Broadnax, City Manager; Mark Lauzier, Assistant City Manager; Nadia Chandler Hardy, Assistant to the City Manager; Elizabeth Pauli, City Attorney; Executive Leadership Team; File
SUBJECT: **Sister Cities Program Assessment and Strategic Plan**
DATE: July 7, 2016

ITEM/ISSUE PROPOSED FOR COUNCIL CONSIDERATION:

I ask for your support for the inclusion of the following item on the agenda at the earliest available meeting of the Study Session:

I respectfully ask for City Council concurrence to direct the City Manager to enter into a professional services agreement with JAG Global Solutions for an assessment of the City's Sister Cities Program, and the development of a strategic plan for the program; and, to allocate funding from the City Council Contingency Fund, not to exceed \$7,000, for the professional services agreement and estimated travel expenses.

BRIEF BACKGROUND:


It would be beneficial for the City to assess the current status of our Sister Cities program and develop a strategic plan for that program through a professional services agreement with JAG Global Solutions. Given the Tacoma 2025 Core Values of Economic Vibrancy and Employment and Arts and Cultural Vitality, it is important for Tacoma to leverage its international partnerships to strengthen its future and support of this vision. The City of Tacoma has fourteen international sister cities and it is critical to assess our direction to advance the international objectives of the City by aligning with our priorities and strategic direction and to retain and increase community support for the program.

FUNDING REQUESTED:

The professional services agreement would include the attached proposed scope of work for a total of \$5,000, plus estimated travel expenses of \$2,000, to be paid to JAG Global Solutions upon completion of the project from the Council Contingency Fund.

Council Contingency Fund Biennial Budget Document is attached for your review.

SUBMITTED FOR COUNCIL CONSIDERATION BY:


Mayor Strickland

JAG Global Solutions

Scope of Work:

JAG Global Consulting will:

- Guide the development of the Tacoma Sister Cities Assessment & Strategic Plan (TSCA-SP).
- Conduct an internal analysis via up to 20 in-person interviews with key stakeholders of Tacoma Sister Cities (1 week in Tacoma) to determine internal workings, staff, board, and resources; determine strengths, weaknesses, opportunities and threats.
- Complete benchmark research with two other U.S. cities similar in size to Tacoma to determine structure, successes and challenges of their sister city programs.
- Facilitate a day long workshop with the TSC stakeholders to develop a strategic plan. Identify key initiatives; for each initiative, develop strategies and tactics, key performance indicators, timelines, resources required and suggested assignment of responsibility.
- Document findings and conclusions in executive level written report.

Tacoma Sister Cities will:

- Form a Tacoma Sister Cities Assessment – Strategic Plan committee. Identify the key champion in Tacoma who will serve as the primary contact/advisor.
- Schedule interviews with Tacoma stakeholders, to include Mayor Strickland, 14 Sister City committee chairs, staff and 2 -3 other key stakeholders (not to exceed 20 interviews).
- Arrange logistics for the interviews and day long workshop.
- Overnight home hospitality during the week in Tacoma.

Investment: \$5,000; plus travel expenses. Paid upon completion of the project.

Suggested Timing: September – October 2016

2015-2016 Council Contingency

Biennium Budget \$750,000

Funding Request/Resolution	Budgeted
<i>Resolution 39054 (11-25-2014)</i>	
Associated Ministries Renovations	\$ 65,000
<i>Ordinance 28270 (12-9-2014)</i>	
Equity and Empowerment Capacity Building - Proyecto Mole Program	\$ 90,000
Center for Working Families	\$ 25,000
Eastside Farmer's Market	\$ 13,500
<i>Resolution 39159 (3-31-15)</i>	
Pierce County Aids Foundation	\$ 50,000
<i>Resolution 39192 (5-12-15)</i>	
Tacoma Minimum Wage Task Force	\$ 30,000
<i>Resolution 39219 (6-16-15)</i>	
Heritage Organization Funding	\$ 50,000
<i>Resolution No. 39262 (8-25-15)</i>	
TPCHD Wood Stove Program*	\$ 100,000
*\$50K in 2015, \$50K in 2016	
<i>Resolution No. 39321 (11-24-15)</i>	
Eastside Healthy Food	\$ 10,000
<i>Resolution 39391 (2-23-16)</i>	
Latino Roundtable	\$ 10,000
Total	\$ 443,500
Biennium Budget Remaining \$ 306,500	