



**TO:** Mayor and Members of the City Council  
**FROM:** T.C. Broadnax, City Manager, City Manager’s Office  
**COPY:** City Council and City Clerk  
**SUBJECT:** Resolution authorizing the use of up to \$7,000 of City Council Contingency Funds for a Sister Cities Program assessment and strategic plan; and, directing the City Manager to execute a professional services agreement with JAG Global Solutions outlining the scope of work and deliverables. – August 2, 2016  
**DATE:** July 12, 2016

**SUMMARY:**

Resolution authorizing the use of up to \$7,000 of City Council Contingency Funds for a Sister Cities Program assessment and strategic plan; and, directing the City Manager to execute a professional services agreement with JAG Global Solutions outlining the scope of work and deliverables.

**COUNCIL SPONSORS:**

Mayor Strickland and Council Members Lonergan and Woodards

**STRATEGIC POLICY PRIORITY:**

This City Council action best aligns with the following strategic policy priority:

- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.

**BACKGROUND:**

The City of Tacoma’s Sister City Program was created in 1959 with Kitakyushu, Japan and most recently added Boca del Rio, Mexico. The goal of the program is to promote deeper cultural understanding, international visitation and hospitality that leads to long lasting relationships. Recently, Sister City links have become an increasingly important conduit for economic development.

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. It is critical to assess direction of the Program 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.

At the July 12, 2016 Study Session, Mayor Strickland shared a Council Consideration Request 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. After the discussion, there was a consensus to add a resolution to a future City Council agenda for consideration.

**ISSUE:**

In order to authorize use of the City Council’s Contingency Funds for this purpose, a resolution must be adopted.

**ALTERNATIVES:**

The City Council could choose to adopt or reject the resolution.



**RECOMMENDATION:**

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; therefore, it is staff’s recommendation that the resolution be adopted.

**FISCAL IMPACT:**

If approved, this resolution would authorize the use of up to \$7,000 of the City Council’s Contingency Funding which is available in the 2056-2016 biennial budget.

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1030 - City Council Contingency Fund	660000	5310100	\$7,000
<b>TOTAL</b>			

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
<b>TOTAL</b>			

**POTENTIAL POSITION IMPACT:**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
<b>TOTAL</b>			

*This section should only be completed if a subsequent request will be made to increase or decrease the current position count.*

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** Up to \$7,000

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes