



City of Tacoma

City Council Action Memorandum

TO: Hyun Kim, City Manager
FROM: Mayor Victoria Woodards and Chief Policy Analyst Bucoda Warren
COPY: City Council and City Clerk
SUBJECT: a resolution authorizing a Council Contingency Fund expenditure in the amount of \$30,000 for matching funds to support the Sister Cities Sign installation near Tollefson Plaza - Requested for December 2, 2025
DATE: December 2, 2025

SUMMARY AND PURPOSE:

A resolution authorizing a Council Contingency Fund expenditure in the amount of \$30,000 for matching funds to support the Sister Cities Sign installation near Tollefson Plaza.

COUNCIL SPONSORS:

Mayor Victoria Woodards, Council Members Bushnell and Walker

BACKGROUND:

The intent of this funding request is to support the installation of a permanent Sister Cities Sign Project that celebrates and visually represents the City's longstanding international partnerships. The project is designed to highlight each of the City's sister city relationships through an attractive, durable sign installation placed in a prominent civic location.

This initiative reflects the City Council's commitment to fostering global understanding, cultural exchange, and economic cooperation through the Sister Cities program. The installation will serve both as a public art feature and an educational element, reinforcing the City's identity as a globally engaged community and a welcoming destination for international visitors, delegations, and residents alike.

Funding for this project aligns with the City's broader goals of enhancing civic pride, promoting cultural diplomacy, and creating visually engaging public spaces that reflect community values and international connections.

\$25,000 in funds are intended to match funding put forward by the Sister Cities Council for the development and installation of the signage. The City is supporting the process to clarify permitting needs for the Tollefson Plaza site and will be supportive of the installation and future maintenance. \$5,000 in funding is to be provided to Public Works for ongoing basic maintenance costs and support in the near term, with an expectation that an MOU with Sister Cities Council will outline their responsibility to fund damage, replacement, etc in the future.

COMMUNITY ENGAGEMENT/ CUSTOMER RESEARCH:

The Sister Cities Sign Project has been developed with input and support from key community partners, including members of the local Sister Cities Council, cultural organizations, and community representatives connected to each sister city relationship. The Sister Cities Council has led the engagement efforts that have focused on ensuring that the design and placement of the sign reflect the diversity and shared values of the community while honoring the unique cultural identities of each partner city. In addition, then Sister Cities Council has led the design of the signage itself.



2025 STRATEGIC PRIORITIES:

Equity and Accessibility:

The Sister Cities Sign Project has been developed with a focus on equity, inclusion, and accessibility. The project design and location will ensure that the installation is welcoming and accessible to all community members, including individuals with disabilities. Universal design principles will guide site selection, sign height, and wayfinding features to support clear visibility, safe access, and ease of interaction for all visitors.

In keeping with the City's equity commitments, the project also aims to represent the full diversity of the community and its international partners. Each sister city will be acknowledged equally in design and presentation, reflecting mutual respect and shared global connection. The sign will serve as a tangible expression of belonging, inviting all residents, regardless of background or ability, to engage with and take pride in the City's international relationships.

ALTERNATIVES:

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1.Do not fund	More funding available for emergent issues	Match not funded, and sign unlikely to be completed.

EVALUATION AND FOLLOW UP:

The Mayor's Office as the lead on the Sister Cities Program will continue to have regular engagement with the Sister Cities Council to navigate challenges and needs throughout the project and can update the full Council as needed.

STAFF/SPONSOR RECOMMENDATION:

We recommend approval of this funding to support the long overdue installation of this signage in Tacoma.

FISCAL IMPACT:

Fund Number & Name	COST OBJECT (CC/WBS/ORDER)	Cost Element	Total Amount
1.Council Contingency Fund	660000	5330100	\$30,000
TOTAL			\$30,000



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What Funding is being used to support the expense?

COUNCIL CONTINGENCY FUND

Are the expenditures and revenues planned and budgeted in this biennium's current budget?

NO, PLEASE EXPLAIN BELOW

The Council Contingency Fund provides an established amount of funding each year for unbudgeted Council sponsored initiatives.

Are there financial costs or other impacts of not implementing the legislation?

No

Will the legislation have an ongoing/recurring fiscal impact?

No

Will the legislation change the City's FTE/personnel counts?

No

ATTACHMENTS:

- 2025-2026 Council Contingency Commitments

Contingency Commitments		
		Funding Amount
2025	\$	321,709.00
Resolution 41610		
Council Requested - Golden Gloves Sponsorship	\$	10,000.00
Council Contingency fund expenditure of \$10,000 to support the 76 th Annual Golden Gloves Boxing Tournament in Tacoma.		
Substitute Ordinance 29002		
Grand Cinema Capital Campaign	\$	50,000.00
Dedicate \$50,000 of the 2025-2026 Budget for Council Contingency to the Grand Cinema Capital Campaign for improvements to the Merlino Building.		
Substitute Ordinance 29002		
Rebuilding Hope Capital Campaign	\$	25,000.00
Dedicate \$25,000 of the 2025-2026 Budget for Council Contingency for the Rebuilding Hope Capital Campaign.		
Resolution 41681		
Tacoma Porchfest	\$	10,000.00
Council Contingency fund expenditure of \$10,000 to sponsor Tacoma Porchfest.		
Resolution 41968		
South Tacoma Green Blocks Program	\$	15,000.00
Council Contingency Fund expenditure of \$15,000 to Supplement the \$30,000 South Tacoma Neighborhood Planning Booster funding to conduct a full green blocks-scale program in the South Tacoma Neighborhood.		
Resolution 41724		
Historical Society 2025 Destiny Dinner Sponsorship	\$	10,000.00
Council Contingency Fund expenditure in the amount of \$10,000 to support the Tacoma Historical Society's 2025 Destiny Dinner.		
Resolution 41723		
BIPOC Health & Wellness Fair	\$	5,000.00
A Council Contingency Fund expenditure in the amount of \$5,000 to support the 2025 BIPOC Health & Wellness Fair.		
Resolution 41140		
Grit of Destiny Sponsorship	\$	15,000.00
A Council Contingency Fund expenditure of \$15,000 for a "Grit of Destiny: City of Tacoma" Documentary		
Resolution 411735		
Tacoma Labor Standards Task Force	\$	50,000.00
A Council Contingency Fund expenditure of \$50,000 for staffing and facilitation of the Tacoma Labor Standards Task Force.		
Resolution 41757		
AIDNW	\$	20,000.00
A Council Contingency Fund expenditure of \$20,000 to Advocates for Immigrants in Detention Northwest for their phone call fund.		
Resolution 41773		
2nd Cycle Bike Stories	\$	2,500.00
A Council Contingency Fund expenditure of \$2,500 to sponsor 2nd Cycle's Bike Stories.		
Resolution 41774		
Trick or Streets	\$	7,500.00
A Council Contingency Fund expenditure of \$7,500 to sponsor Trick or Streets community event.		
Resolution 41791		
Larchmont Community Schoolyard Project	\$	32,380.44
A Council Contingency fund expenditure of \$32,380.44 in support of the Larchmont Community Schoolyard project.		
To Council November 18, 2025		
Year of Belonging	\$	25,000.00
A Council Contingency Expenditure of \$25,000 to Sponsor Year Belonging Initiative		
To Council December 2, 2025		
Tacoma a Rescue Mission's Youth Program	\$	10,000.00
A Council Contingency Expenditure of \$10,000 to Support Expanded Services for the Tacoma Rescue Mission's Youth Program.		
To December 2, 2025		
Tacoma Labor Task Force Standards Allocation Back to Council Contingency	\$	(50,000.00)
A Resolution Cancelling Authorization for a Council Contingency Fund Expenditure in the amount of 50,000 as approved by Resolution 41735.		
To Council December 2, 2025		
Holiday on Broadway Support and Ease of Activation Plan	\$	35,000.00
A Resolution authorizing a Council Contingency Fund expenditure in the amount of \$35,000 to support Holiday on Broadway and the plan to ease the activation of Broadway and other areas downtown.		
To Council December 2, 2025		
Sister Cities Sign Installation	\$	30,000.00
A Council Contingency Fund expenditure in the amount of \$30,000 for matching funds to support the Sister Cities sign installation near Tollefson Plaza.		
Starting Balance	\$	321,709.00
Total Amount Allotted	\$	302,380.44
Current Balance	\$	19,328.56