

Operational Strategy and Administrative Committee (OSAC)

1. Statement of Purpose

The Operational Strategy and Administrative Committee is responsible for reviewing, developing, and recommending improvements to the internal administrative processes, practices, and structures that guide the City Council's operations and its relationship with the City Manager.

The Committee is designed to function as a collaborative working group, incorporating perspectives from both senior and newer members of Council. OSAC ensures Council's evolving operational needs are met with adaptable, inclusive, and efficient practices that reflect the strategic direction of the full governing body.

2. Responsibilities

- Develop Council coordination tools, administrative workflows, and shared communication systems to strengthen communication pathways among Council and with staff
- Develop centralized tools (e.g., project dashboards, shared calendars) to support transparent project tracking and reduce duplication across Council initiatives.
- Oversee the periodic performance evaluation and ongoing management of the City Manager including recruitments, contract extensions, and other processes related to the employment of the City Manager.
- Build an onboarding and transition framework for incoming Council Members.
- Review and strengthen the structures, processes, and support systems that enable the City Council to carry out its governance responsibilities effectively, including, but not limited to, Charter review cycles, Council committee structures, and related administrative or procedural frameworks.
- Draft and vet agendas, facilitation plans, and evaluation tools for annual Council retreats in collaboration with staff and Council leadership.
- Audit existing Council-staff communication channels and recommend changes to support timely, consistent, and accessible information-sharing.
- Evaluate the current process for legislative sponsorship and initiate revisions that clarify expectations, increase transparency, and streamline Councilmember collaboration.

3. Membership

- OSAC shall be chaired by the Mayor of Tacoma.
- Membership shall include a diverse mix of at-large and district-based Council Members, reflecting seniority and new member perspectives.
- The Mayor shall designate a temporary chair in their absence.

4. Meeting Cadence and Operations

- The Committee will meet every other Friday from 10:30 AM to 12:00 PM, unless otherwise scheduled.
- Meetings will be held in person unless Councilmembers are unable to attend, in which case hybrid accommodations may be provided.
- Agendas and meeting materials will be distributed in advance by the Staff Liaison.

5. Decision-Making and Reporting

- OSAC operates under modified Robert's Rules of Order and aims for consensus when possible.
- Formal recommendations to the full Council will be made via motion.
- The Committee will provide updates during City Council Study Sessions as appropriate.

6. Staff Support and Facilitation

- Staff support will include an Executive Liaison, the City Manager or their designee, and other relevant subject matter experts as needed.
- The assigned Executive Liaison shall maintain a workplan for the Committee, assist in meeting logistics, ensure preparation of meeting materials and minutes, and coordinate with the City Manager's Office and other subject matter experts.

7. Evaluation and Review

- The Committee shall conduct a mid-year and end-of-year review of its workplan and deliverables.
- Adjustments to priorities or procedures may be proposed and adopted by consensus.

8. Transparency and Public Engagement

- OSAC meetings are subject to the Open Public Meetings Act.
- Public agendas and minutes will be made available in compliance with City practices.

9. Amendments

- This Charter may be amended by a majority vote of the Committee, with notice provided to all members.
- Amendments shall be documented and posted alongside this Charter.