

City of Tacoma Operational Strategy and Administrative Committee (OSAC) Minutes

September 12, 2025 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:35 AM by Chair Woodards.

Roll Call

Committee Members Present: Scott, Walker, Bushnell, and Chair Woodards.

Welcome and Opening Remarks

Chair Woodards opened the meeting by stating that the committee would continue the conversation on the permanent city manager recruitment and discuss other strategic priorities.

Approval of Minutes

MOTION: Woodards moved to approve the approve the minutes of August 22, 2025.

SECONDED BY: Bushnell

ACTION: Voice vote was taken and carried. The motion was declared adopted.

Briefing Item: Interim City Manager Expectations

Discussion

Presented by Interim City Manager Hyun Kim

Interim City Manager Kim presented a draft work plan for consideration, aligning with four key expectations set by the City Council: Assisting Council, Organizational Performance and Internal Administration, Communication, and Council Initiatives and Strategies. OSAC provide feedback and asked the interim City Manager to return to the 9/26 OSAC meeting for further discussion.

Briefing Item: City Manager Recruitment

Presented by Human Resources Manager Keith Gulley

Key Discussion Points:

- A search firm has been selected.
- OSAC reviewed a draft stakeholder survey that will be used to gather community input on the most important qualities, skills, and experiences for the next City Manager.

Briefing Item: City Council Staffing Needs

Presented by Executive Liaison Ben Thurgood

Key Discussion Points:

- The initiative is a multi-step process to identify themes and core staffing needs, research potential structures and costs, and identify budget proposals and timing.
- The presentation highlighted eight core areas of Council needs:
 - Policy Analysis & Legislative Drafting
 - Collective Coordination
 - Constituent Response & Engagement
 - Scheduling & Administrative Support
 - Communications & Public Narrative
 - Committee, Board, & Commission Support & Integration
 - Meeting Preparation (All Council Business)
 - External Representation & Leadership Support

Closeout

Action Items:

Action Item	By Whom	When	Communication	Decision
1. Revise draft workplan Based on guidance received from OSAC and Council	City Manager Kim	September 26, 2025		Once OSAC approves draft, it will be presented at a study session. Then a City Manager Report-Out will occur in an evening meeting.

3. Refine community input survey tool Based on OSAC feedback	Keith Gulley and Human Resources team	September 26, 2025	Report to OSAC	
4. Conduct OSAC-Prothman meet & greet with consultant	Keith Gulley and Human Resources team	September 26, 2025	Report to OSAC	
5. Perform analysis of structures, classifications, implementation options, and continuous improvement opportunities for City Council staffing	Ben Thurgood	September 26, 2025	Report to OSAC	Staffing requests will not be brought to Oct. 2025 mid-mod discussion.

Public Comment

Public comment was taken regarding council staffing.

Adjournment

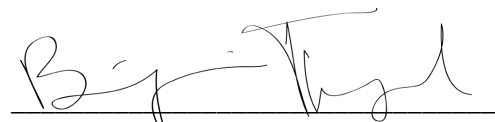
There being no further business, the meeting adjourned at 12:11 PM.

Minutes prepared by: Ben Thurgood

Date: 9/16/2025



X Chair Woodards



X Executive Liaison Ben Thurgood