

City of Tacoma
Operational Strategy and Administrative Committee (OSAC) Minutes
July 25, 2025 | 10:30 AM
747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:30 AM by Chair Woodards.

Roll Call

Committee Members Present: 4 - Scott, Walker, Bushnell, and Woodards

Welcome and Opening Remarks

Chair Woodards announced the absence of the Interim City Manager, leading to the deferral of the third briefing item to the next meeting.

Approval of Minutes

MOTION: Bushnell moved to approve the minutes of the June 13, 2025, meeting.

SECONDED BY: Walker

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

Briefing Item 25-0682 – City Manager Recruitment Competency Discussion

Assistant Human Resources Director Cheryl Bidleman and Human Resources Manager Keith Gulley presented on the Korn Ferry competency framework and facilitated a discussion on a Competency Assessment exercise for the permanent City Manager recruitment.

The Committee engaged in a conversation exploring:

1. How the City Manager role supports City Council strategy.
2. Expectations and deliverables of the position.
3. Behaviors that measurably affect key performance indicators.
4. Traits that differentiate high-performing candidates.
5. Anticipated internal and external challenges.

The discussion emphasized the role of the City Manager in budgeting, setting organizational culture, hiring strong leaders, communicating with the City Council and the public, technology advancement, and management of emergent issues.

The committee discussed potential of a community survey to address the same discussion questions.

The Committee discussed how to engage the full City Council on the competencies and decided to do a full Korn Ferry Competency Card Sort with the whole City Council at a Committee of the Whole session.

Briefing Item 25-0683 – Committee Work Plan Review

Executive Liaison Ben Thurgood walked the Committee through a refined version of the Committee Workplan, organized by topic, definition, concerns, and goals.

Committee members affirmed the following key initiatives: City Manager recruitment, City Council staffing, Charter review process and timeline, City Council project alignment, legislation sponsorship process, communication with City Council and staff, City Council Retreat planning.

Closeout

Action Items:


- Executive Liaison Ben Thurgood will make a Committee forecast calendar.
- Human Resources Staff will follow up on Position Description Form and Position Description Questionnaire for the City Manager position.
- Staff will work to develop what a community survey on City Manager recruitment would look like.
- Staff will schedule a Committee of the Whole session for the Korn Ferry Card Sort.


Adjournment

There being no further business, the meeting adjourned at 12:05 PM.

Minutes prepared by: Ben Thurgood

Date: 8/20/2025

X 
Chair Woodards

X 
Executive Liaison Ben Thurgood