

City of Tacoma
Operational Strategy and Administrative Committee (OSAC)
Special Meeting Minutes
July 11, 2025 | 10:00 AM
Tacoma Municipal Building, Conference Room 243

Committee Members Present: Chair Woodards, CM Scott, and CM Bushnell
Not Present: CM Walker and CM Hines (Alternate)

1. Call to Order

The meeting was called to order at 10:19 AM by Chair Woodards. Quorum was confirmed.

2. Approval of Minutes

Action: The Committee unanimously approved the minutes from the June 13, 2025, special meeting of the Operational Strategy and Administrative Committee.

3. Adoption of Rules and Procedures

The Committee reviewed and formally adopted the proposed Rules and Procedures for the OSAC Committee pending direction to staff to complete final adjustments.

Action: Adopted Rules and Procedures for OSAC.

4. Statement of Purpose and Responsibilities

Staff Liaison Ben Thurgood presented the draft Statement of Purpose and Responsibilities. The Committee reviewed the document and affirmed its alignment with the goals of OSAC. Members discussed the importance of creating a clear path for broader Council input and engagement as work progresses.

Action: Draft Statement of Purpose and Responsibilities accepted with minor edits.

5. Meeting Schedule

Action: The Committee confirmed a standing meeting schedule for the second and fourth Fridays of the month from 10:30 AM to noon. A hybrid option will be offered for remote participation.

6. City Manager Recruitment

Chair Woodards led a discussion on the upcoming recruitment process for the permanent City Manager with an estimated expense of \$70,000–\$75,000 to cover candidate travel, assessments, community engagement, and Executive Recruiting Firm (ERF) costs.

The Committee also supported the idea of incorporating input from the public, labor, and community-based stakeholders in the recruitment process, as well as the use of tools such as Korn Ferry Leadership Competencies.

Follow-up Action Items:

- Staff will compile a draft recruitment plan, including budget assumptions and stakeholder engagement timeline.
- Committee members to review the structure of prior executive recruitments for reference.

7. Council Staffing Model

Staff Liaison Ben Thurgood presented an initial framework for assessing Council staffing needs. The Committee endorsed a plan to conduct one-on-one interviews with each council member and relevant staff.

Follow-up Action Items:

- Staff to schedule and conduct interviews with council members and support staff.
- Staff to synthesize interview results and present at an August OSAC meeting.

8. Interim City Manager's Update

Interim City Manager Hyun Kim shared updates on mid-mod budget planning and upcoming executive recruitments. The City Manager expressed a desire to use the Council's City Manager Update segment at Council Meetings to provide more structured information going forward.

9. Adjournment

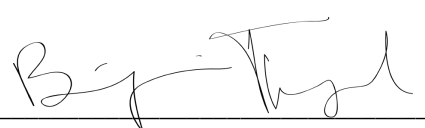
There being no further business, the meeting was adjourned by unanimous consent.

Meeting adjourned at: 12:01 PM

Minutes prepared by: Ben Thurgood

Date: 7/21/2025

X 
Chair Woodards

X 
Executive Liaison Ben Thurgood