

**City of Tacoma**  
**Operational Strategy and Administrative Committee (OSAC) Minutes**  
**August 22, 2025 | 10:30 AM**  
**747 Market Street, Tacoma, WA 98402, Conference Room 243**

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**Call to Order**

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

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**Roll Call**

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

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**Welcome and Opening Remarks**

Chair Woodards announced an unavoidable absence, leading to the deferral of the second briefing item to the next meeting.

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**Approval of Minutes**

**MOTION:** Bushnell moved to approve the minutes.

**SECONDED BY:** Scott

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

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**Briefing Item 25-0771 – City Manager Recruitment**

Assistant Human Resources Director Cheryl Bidleman and Human Resources Manager Keith Gulley presented on the City Manager Recruitment.

Keith Gulley presented a recommendation for a consultant to conduct the search for the permanent City Manager. The Committee engaged in a conversation facilitated by Keith Gulley around the qualifications of and prior experiences with search firms Bob Murray and Associates, Karras Consulting, and Prothman Consulting. The council expressed support in a contract with Prothman Consulting to conduct the search.

Cheryl Bidleman presented a handout with the eight competencies selected during prior discussions with this Committee and the Committee of the Whole, including two additional competencies to those agreed upon by the Committee of the Whole. The Committee expressed support of the competencies presented.

Cheryl Bidleman presented the Position Description Form (PDF) of the City Manager. The Committee reviewed the form and provided feedback. Discussion highlighted education and experience requirements and the relationship with TPU.

Cheryl Bidleman presented on recommendations for Community Engagement emphasizing the need for transparency, inclusivity, and accessibility. The Committee discussed the recommendations and highlighted the need to ensure community understands what a City Manager does. Engagement methods of public forums, surveys, and focus groups were discussed.

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## **Closeout**

### **Action Items:**

- Human Resources to contract with Prothman Consulting for the candidate search.
- Human Resources the budget numbers for the general fund, general government, city-wide, and TPU budget.
- Human Resources to incorporate language about having a good working relationship with TPU in the position description.
- Provide direction to Prothman to be intentional about the equivalencies to allow for great candidates while maintaining consistency and fairness of the job posting.
- Incorporate the finalized competencies as appropriate in the job posting and recruitment brochure.
- OSAC to review the edited document about the job posting and recruitment brochure created by staff.
- Explore partnering with community groups to host engagement sessions, ensure opportunities for community members to submit questions and watch on-demand, and ensure rigorous engagement to help the community feel heard.
- Look back at the Community Survey and other feedback that's been provided to honor the feedback already given.
- Explore a survey tool to gather community input.
- Come back with a timeline aligning executive recruitment, community engagement, and when to align with the full city council.
- Schedule a meeting with OSAC and Prothman to discuss the timeline and plan, and determine when to engage the full city council.

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## **Adjournment**

There being no further business, the meeting adjourned at 11:50 AM.

**Minutes prepared by:** Ben Thurgood

**Date:** 9/9/2025

X M Woodards  
Chair Woodards

X Ben Thurgood  
Executive Liaison Ben Thurgood