

City of Tacoma
Operational Strategy and Administrative Committee (OSAC)
Special Meeting Minutes
June 13, 2025 | 1:00 PM
Tacoma Municipal Building, Conference Room 248

Committee Members Present: Chair Bushnell, Council Members Scott, Walker, and Woodards
Alternate Present: Council Member Hines
Staff Support: City Manager's Office

I. Call to Order

The special meeting of the Operational Strategy and Administrative Committee (OSAC) was called to order at 1:00 PM by the Chair. A quorum was confirmed. The Chair welcomed members and noted that the Committee was renamed from the City Manager Review Committee to reflect an expanded scope that includes city manager recruitment, administrative strategy, and other governance matters.

II. Committee Structure and Processes

The Committee discussed the expanded purpose of OSAC, emphasizing its role in streamlining administrative strategy, supporting governance logistics, and improving internal Council operations. Key discussion points included:

- Importance of coordination and communication among Council members and staff.
 - Value of consistent meeting structure and transparent processes.
 - Agreement that the City Manager and designated staff will provide regular support.
 - Establishment of a biweekly meeting schedule on Fridays at 10:30 AM.
 - Initial interest in drafting a formal statement of purpose and committee charter.
 - Desire for structured feedback loops to include Council Members not on OSAC.
-

III. Initial Focus Areas and Work Plan Development

The Committee reviewed and affirmed the following topics for early focus and prioritization:

1. City Manager Recruitment
2. Council Staffing
3. Interim City Manager Priorities
4. Charter Review Process and Timeline

5. Council Project Alignment
6. Legislative Sponsorship Process
7. Communication with Council and Staff
8. Council Retreat Planning

Members expressed support for a 3–6 month timeline to develop and implement a work plan addressing these items. A draft work plan and statement of purpose will be brought forward at a future meeting.

IV. Meeting Design and Standing Items

The Committee affirmed the following standing elements for future agendas:

- Approval of previous meeting minutes
- City Manager updates
- Review of committee work plan
- Communication and coordination items

Staff was directed to begin scheduling recurring meetings and coordinating to avoid conflicts with other Council committees.

V. Adjournment

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


Meeting adjourned at: 2:09 PM

Minutes prepared by: Ben Thurgood

Date: 6/25/2025

X  _____

Chair Woodards

X  _____

Executive Liaison Ben Thurgood