

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

11/14/2025 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:43 AM by Chair Woodards .

Roll Call

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

Committee Members Absent: None.

Welcome and Opening Remarks

Chair Woodards opened the meeting and provided a key topic summary of the previous meeting.

Approval of Minutes

MOTION: Vice Chair Walker moved to approve the minutes of October 24, 2025.

SECONDED BY: Committee Member Scott

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

Briefing Item 25-1026: Committee's Role in Council

Retreat Planning

Presented by Jacques Colon, Director of the Center for Strategic Priorities.

Key Discussion Points:

- The Council Retreat is an established partnership between the City Manager's Office and the Mayor to prepare the Council for the following year.
- Traditionally, the workshop has two main components: Team Building and Priority Setting (often structured around the 4 P's: Policy, Programs, Partnerships, & Platform).

- A key focus for 2026 should be on reaffirming existing priorities and ensuring the current agenda aligns with the new Mayor's and Council Members' priorities, rather than setting new goals that lack immediate budget support (as Tacoma 2035 and the City's budget will have already been passed).

Briefing Item 25-1027: City Manager Recruitment

Presented by Human Resources Assistant Director Cheryl Bidleman and Human Resources Manager Keith Gulley.

Key Discussion Points:

- **Job Announcement:** Job announcement went live on 11/14/25. It will be posted for approximately 5 weeks, until the Dec. 19th application cutoff.
 - Minimum qualifications were modified in consultation with HR: The required years of experience were reduced from 15 to 12 to broaden the candidate pool without impacting other job classifications.
- **Community Engagement Survey:** The survey has 233 responses with about 31% city staff participation and 43% community members.
- **Interview Approach + Timeline:** The previously approved interview schedule must be pushed back approximately two weeks to accommodate holiday schedules. Specific revised dates must be solidified to allow for scheduling to occur.
 - The committee discussed how the city might invite community members to propose themselves as panelists.
- **Key Dates:**
 - **December 19, 2025:** Application Deadline.
 - **January 14, 2026:** Prothman to provide candidate materials to Council for review.
 - **January 20, 2026:** Council Executive Session to review candidate recommendations.

(Note: This date requires proactive confirmation as it typically falls on a holiday-related cancellation day.)

Public Comment

Public comment was taken.

Closeout

MOTION: Vice Chair Walker moved to approve the immediate launch and publishing of the city manager job posting.

SECONDED BY: Committee Member Bushnell

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

Action Items:

1. As agreed by consensus.

Action Item	By Whom	When	Communication / Decision
1. Extend City Manager Community Feedback Survey Deadline	HR Staff	ASAP	New end date will be November 30 th . Collate results for presentation in the December 12 th meeting.
2. Modify City Manager Interview Timeline	HR Staff	ASAP	Add one week to all dates beginning Jan. 20.
3. Revise City Manager Interview Days	HR Staff	ASAP	Move final interview days to Thursday and Friday.
4. Update City Manager FAQ	HR Staff	ASAP	Add note to webpage FAQ directing panel-interested individuals to their Council Member.
5. Design and Deploy Digital Survey for panelists to collect candidate feedback	HR Staff	By Jan. 2026	For collection of feedback from interview panelists.
6. Identify and Implement Public Feedback Mechanism For non-panelists	HR Staff	By Jan. 2026	For community input on City Manager candidates.
7. Arrange Broadcast Availability (via TV Tacoma) for interview events at the Convention Center.	HR Staff	By Jan. 2026	To make events available to the community.
8. Send Reminder for Panelist Nominations Include newly elected officials	Keith Gulley / HR Staff	ASAP	To secure names of all potential interview panelists.
9. Review City Manager Recruitment Timeline Draft in meeting packet	OSAC Committee	By Dec. 12th	Feedback conversation planned for the Dec. 12 th meeting.
10. Determine Council Retreat Logistics	Jacques Colon	By Dec. 12th	OSAC committee to weigh in on logistical planning.
12. Prepare Council Retreat Materials - past 3-4 agendas - draft 'menu' of agenda options	Jacques Colon	By Dec. 12th	Templates/options for OSAC discussion/starting point. Agenda to cover: Team Building, Level Setting, Priority Setting,

			Process/Training (e.g., legislation development), and Informational Components.
13. Contact Council Members to align on priorities.	Jacques Colon	Prior to Feb. Council Retreat	Identify priorities in budget, department work plans, etc. in advance of retreat
14. Extend Dec. 12th Meeting Time	Ben Thurgood	By Dec. 12th	Look to extend to up to 3 hours, starting at 10 AM.

Adjournment

There being no further business, the meeting adjourned at 11:55 AM.

Minutes prepared by: Ben Thurgood

Date: 12/2/2025



X Chair Woodards



X Executive Liaison Ben Thurgood