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

6/12/2026 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:33 AM by Committee Member Bushnell.

Roll Call

Committee Members Present: Committee Member Bushnell, Committee Member Scott, and Committee Member Walker.
Committee Members Absent: Chair Ibsen

Welcome and Opening Remarks

Committee Member Bushnell opened the meeting and provided a summary of the previous meeting's key topics.

Approval of Minutes

MOTION: Committee Member Bushnell moved to approve the minutes May 8, 2026.
SECONDED BY: Committee Member Scott
ACTION: Voice vote was taken and carried. The motion was declared adopted.

Briefing Item 26-0490: City Council Rules of Procedure

Presented by Continuous Improvement Officer Ben Thurgood.

Key Discussion Points:

- **Rules Update Overview:** Staff presented a redlined draft incorporating Charter Review Commission amendments, technical corrections, and prior Council feedback. Community Forum amendments were addressed separately through previous Council action.
  - Rule 4 – Order of Business: Members reviewed the addition of the Land Acknowledgment to the Order of Business. Staff reported consultation with the Puyallup Tribe, which supported the proposed revision.
  - Rule 8(B) – Standing Committees: Members discussed committee scope, work planning, and agenda development. Discussion focused on maintaining flexibility for committees while improving Council awareness of upcoming committee topics through study sessions and committee reports.
  - Rule 3 – Duties of the Presiding Officer: Members reviewed proposed removal of references to "decorum" while retaining language regarding preservation of order. Discussion focused on public participation, meeting conduct, and consistency in application of the rules.
  - Rule 6 – Council Member Expectations: Members reviewed travel reporting requirements for Council-related travel outside Washington State. Staff indicated reports would be provided through the Consent Agenda process.
  - Rule 15 – Council Vacancies: Staff reviewed proposed removal of references to state law regarding vacancy appointments, noting vacancy procedures are already addressed in the City Charter.
- **Committee Feedback:**
  - Supported improving visibility of upcoming committee work through existing Council processes.
  - Supported maintaining committee flexibility to address emerging issues.
  - Requested revisions to Rule 8(B) committee coordination language.
  - Supported forwarding the amended Rules of Procedure to the full Council.

Briefing Item 26-0491: City Council Staffing

Presented by Continuous Improvement Officer Ben Thurgood.

Key Discussion Points:

- **Presentation Overview:** Staff reviewed prior Council staffing interviews, identified support gaps, and summarized staffing models previously discussed by OSAC.

    - Members discussed constituent response, communications, and other public-facing functions as potential areas for additional staffing support. Also, support needs related to regional boards, commissions, and leadership assignments.
    - Members acknowledged current budget constraints and discussed implementation timing, staffing options, and organizational capacity, and that additional discussions with the full Council are needed before identifying a preferred staffing model.
- **Committee Feedback:**
    - Have conversations with Council Member Palmer and Mayor Ibsen, as interviews with Council Members were conducted in 2025.
    - Committee Member Walker will meet with staff to develop a communication staffing option for review by the Council.
    - Schedule a Council study session on June 23, 2026, to review staffing options and gather Council feedback.
    - Return to OSAC on June 26, 2026, for further discussion.

Public Comment

No public comment

Closeout

MOTION: Committee Member Scott moved to direct staff to prepare the amended Council Rules of Procedure to forward to the full Council for consideration.
SECONDED BY: Committee Member Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

MOTION: Committee Member Scott moved to direct staff to prepare a conversation on Council staffing for a Committee of the Whole or study session on the 23rd of June, with follow-up at OSAC on the 26th of June.
SECONDED BY: Committee Member Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

Adjournment

There being no further business, the meeting adjourned at 11:41 AM.

MOTION: Committee Member Scott moved to adjourn.
SECONDED BY: Committee Member Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

Minutes prepared by: Ben Thurgood
Date: 6/22/2026

X Chair Ibsen

X Executive Liaison Ben Thurgood