

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

2/27/2026 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:31 AM by Chair Ibsen .

Roll Call

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

Committee Members Absent: None.

Welcome and Opening Remarks

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

Approval of Minutes

MOTION: Committee Member Bushnell moved to approve the minutes of February 13, 2026.

SECONDED BY: Committee Member Scott

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

Briefing Item 26-0158: City Council Rules

Presented by Continuous Improvement Officer Ben Thurgood.

Key Discussion Points:

- Overview:
 - Outlined the process for rule modifications, distinguishing between technical changes for staff implementation and substantive changes requiring further action.
 - Rules 1, 5, 6, and 7 involve technical updates to align with the City Charter and improve clarity.

- Staff will compile feedback for each item to determine its status and provide a follow-up analysis for the committee's review.
- Proposed changes to the following rules were presented: Rule 1, Rule 2, Rule 4, Rule 8, Rule 9, Rule 15, Rule 16.
- Rule Change Requests:
 - **Accessibility & Sensory Accommodations-** A request was made to formally incorporate sensory-inclusive accommodations and accessibility standards into the committee's guidelines, focusing on:
 - Environmental Controls: Managing noise and signage placement.
 - Participation Access: Ensuring the ongoing ability for members and the public to utilize remote attendance options.
 - **Rule 1-** Proposed criteria for absences:
 - Unexcused: Defined as three consecutive absences from business meetings.
 - Excused: Limited to three per year.
 - Presumed Excused: Absences due to City-related duties or official travel.
 - Request to Establish Absence Protocol: concerning who must be notified of an absence and who maintains the authority to determine if an absence is excused. This protocol should also outline how tardiness should factor into the overall attendance policy.
 - **Rule 2-** Streamlining the consent agenda:
 - Consent Agenda: Proposed removal of "Decorum" and addition of "Preserve order"; addition of "Purchasing Resolutions."
 - Recess: Non-motion recesses limited to once per meeting for a maximum of 15 minutes.
 - **Rule 4-**
 - All procedural changes to the Consent Agenda were accepted via consensus.
 - **Rule 9-**
 - Interim changes for short-term implementation:
 - Frequency: Shifted to once per month (Second Tuesday).
 - Time Limit: Removal of the 60-minute cap.
 - New Item: Addition of a "Council Response" section at the end of the Community Forum.
 - Changes for long-term implementation:
 - Framework development: Developing a permanent framework to ensure the forum consistently meets its intended "purpose and intent."
 - Remote Attendance Guidance: Incorporating specific guidelines for remote attendance to standardize participation.

- **Agenda Deferrals-** Due to time constraints, the following items have been tabled for a future OSAC session:
 - Rule 15 & 16: Extensive review and discussion.
 - Rule 9: Revisions regarding "Courtesy" protocols.
 - Rule 4: Revisions to Land Acknowledgment language and processes are paused pending formal review with Tribal partners.

Public Comment

Public comment was taken.

Closeout

MOTION: Committee Member Bushnell moved to forward staff’s recommendations to the full council (including directing staff to prepare a resolution of proposed amendments to the council rules as discussed in OSAC today, and to conduct additional follow-up research for the future items that OSAC plans to discuss).

SECONDED BY: Committee Member Scott

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

Action Items:

Action Item	By Whom	When	Communication / Decision
1. Draft Community Forum Proposal for Study Session	Senior Policy Analyst, Warren Bucoda	ASAP	To discuss the purpose and intent of Community Forum and provide clear rationale for proposed procedural changes.
2. Draft Resolution for Council Rule Amendments	TBD	ASAP	
3. Research Historical Excused Absence Counts	TBD	ASAP	
4. Develop Standardized Travel Report Form	Senior Policy Analyst, Warren Bucoda	ASAP	
5. Research jurisdiction vs. administration for Public Comment	Continuous Improvement Officer, Ben Thurgood	ASAP	
6. Share Community Engagement Research Memo	Senior Policy Analyst, Lynda Foster	ASAP	
7. Guidance on Remote Attendance	TBD		Evaluating the current rules to identify where remote attendance is applicable

			and determining how to refine that guidance.
8. Revision of Land Acknowledgement Language Review with Tribal Partners	TBD	ASAP	
9. Draft Absence Protocol	TBD	ASAP	Including notification requirements, clarifying who holds the authority to excuse an absence, and outlining the impact of tardiness.

Adjournment

There being no further business, the meeting adjourned at 12:16 PM.

MOTION: Committee Member Bushnell moved to adjourn.

SECONDED BY: Committee Member Scott

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

Minutes prepared by: Ben Thurgood

Date: 3/24/2026

Anders Ibsen

X Chair Ibsen

Ben Thurgood

X Executive Liaison Ben Thurgood