

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

3/13/2026 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:32 AM by Chair Ibsen .

Roll Call

Committee Members Present: Chair Ibsen , Committee Member Bushnell, and Committee Member Scott

Committee Members Absent: Vice Chair Walker.

Welcome and Opening Remarks

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

Approval of Minutes

No meeting minutes were prepared for review.

Briefing Item 26-0193: City Council Consideration

Requests

Presented by Chair Ibsen and Senior Policy Analyst Bucoda Warren.

Key Discussion Points:

- **Alignment with Tacoma 2035:** Proposed updates aim to better align CCRs and CAMs with strategic priorities and long-term planning goals.
- **Defined Outcomes & Metrics:** Emphasis on clearly identifying desired outcomes, timelines, and measurable success indicators.
- **Fiscal & Capacity Considerations:** Inclusion of early-stage estimates for budget impact and staff capacity to improve decision-making.
- **Work Plan Tradeoffs:** Recognition that prioritizing new initiatives may require deprioritizing existing work.

- **Aspirational vs. Measurable Goals:** Discussion on balancing long-term aspirational goals with achievable milestone-based progress.
- **Transparency & Clarity:** Enhancements intended to improve the usability of documents for Council, staff, and the public.

Briefing Item 26-0194: City Council Rules

Presented by Continuous Improvement Officer Ben Thurgood.

Key Discussion Points:

- **Overview of Proposed Updates:** Staff categorized potential changes into technical (housekeeping) and substantive policy updates.
- **Rule 15 (Standing Committees):** Discussion included formally adding OSAC as a standing committee. Consideration of committee alignment, coordination across chairs, and topic planning.
- **Rule 16 (Committee Procedures):** Discussion on committee structure, workflow, and potential improvements to coordination and efficiency.
- **Rule 9 (Public Comment / Courtesy):** Discussion on revisions to “courtesy” language and expectations for conduct during public comment and meetings. Discussion included broader considerations related to the Community Forum structure, including accessibility, format, and engagement approach.
- **Boards, Commissions, and Committees (CBCs):** Broader discussion on appointment processes, workload distribution, and potential duplication across committees. Consideration of future discussion on CBC alignment, purpose, and structure.
- **Staff Capacity & Workload:** Recognition of staff time impacts and need to balance new initiatives with existing work plans.

Public Comment

Public comment was taken.

Closeout

MOTION: Chair Ibsen moves to transmit the CCR memo to the Center for Strategic Priorities to develop a detailed example of the updated CCR/CAM to bring to the full Council for discussion.

SECONDED BY: Committee Member Scott

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

MOTION: Chair Ibsen moves to direct staff to draft the technical and agreed-upon changes to the council rules and procedures to bring to the council as a resolution to not include the community forum changes.

SECONDED BY: Committee Member Bushnell

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

MOTION: Chair Ibsen moves to add a special meeting of the OSAC committee to occur on March 20 from 9:30 am to noon.

SECONDED BY: Committee Member Scott

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

MOTION: Committee Member Bushnell moves forwarding the proposed format for community forum to staff to incorporate the discussion from today's meeting and provide additional administrative context, such as cost, logistics, staffing and other considerations for then forwarding to the Council for additional review and discussion at a study session.

SECONDED BY: Committee Member Scott

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

Action Items:

1. Consensus Items

Action Item	By Whom	When	Communication / Decision
1. Committee Alignment & CBC Review	Staff	TBD	Return to Council
2. Vacancy Process Feedback	City Council	TBD	Future discussion

Adjournment

There being no further business, the meeting adjourned at 1:36 PM.

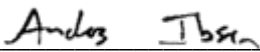
MOTION: Committee Member Bushnell moved to adjourn.

SECONDED BY: Committee Member Scott

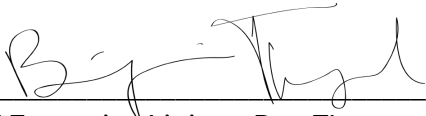
ACTION: Voice vote was taken and carried. The motion was declared adopted.

Minutes prepared by: Ben Thurgood

Date: 3/25/2026



X Chair Ibsen



X Executive Liaison Ben Thurgood