

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

September 26, 2025 | 10:40 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:40 AM by Vice Chair Walker.

Roll Call

Committee Members Present: Scott, Walker, and Chair Woodards.

Committee Members Absent: Bushnell.

Welcome and Opening Remarks

Vice Chair Walker opened the meeting and provided key topic summary of the previous meeting.

Approval of Minutes

MOTION: Walker motioned to approve the minutes of September 12, 2025.

SECONDED BY: Woodards

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

Briefing Item: City Manager Recruitment

Presented by Human Resources Assistant Director Cheryl Bidleman

Key Discussion Points:

- Introduced Prothman recruiter, Cliff Moore.
- Discussed an overview of the recruitment process and timeline, including stakeholder interviews, preliminary interviews, and the creation of a community profile.
 - Committee requested modifications to reduce proposed interview timeline so both the current council and newly elected council members starting in 2026 can participate in the interview process.

- It was noted, a key factor to successfully modifying the timeline will be council member availability for interviews.
- The stakeholder survey, intended to gather community input, was introduced and discussed.

Briefing Item: Interim City Manager Expectations Discussion

Presented by Interim City Manager Hyun Kim

Interim City Manager Kim presented an updated work plan in alignment with council's expectation and discussed how and when to present progress on the work plan.

Briefing Item: City Council Staffing Needs

Motion to move city council meeting to next meeting.

MOTION: Walker motioned to move this agenda item to October 10, 2025 meeting agenda (due to time constraints).

SECONDED BY: Woodards

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

Public Comment

Public comment was taken regarding council staffing.

Closeout

MOTION: Walker motioned to direct HR department to work to tighten the timeline on the City Manager recruitment process.

SECONDED BY: Woodards

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

MOTION: Walker motioned to direct the city manager to bring the expectations and work plan to the full council at a study session.

SECONDED BY: Woodards

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

MOTION: Walker motioned to direct the city manager to continue bringing the conversation about the work plan to future OSAC meetings and the strategy retreat in January.

SECONDED BY: Woodards

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

Action Items:

Action Item	By Whom	When	Communication	Decision
1. Review Documents Review job announcement & the position description form.	OSAC Committee	September 30, 2025		
2. City Manager Workplan	City Manager Kim	Q4 2025	Continue bringing the work plan conversation to future OSAC meetings.	Present the work plan at the strategy retreat in January 2026 and at a full City Council Meeting.
3. Refine hiring timeline for City Manager recruitment Return to OSAC with a proposal.	Cheryl Bidleman & Prothman	October 10, 2025	Report to OSAC	

Adjournment

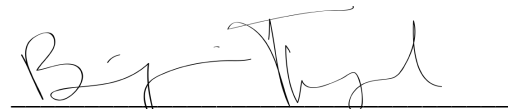
There being no further business, the meeting adjourned at 11:45 AM.

Minutes prepared by: Ben Thurgood

Date: 9/26/2025



X Chair Woodards



X Executive Liaison Ben Thurgood