

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

October 10, 2025 | 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 Vice Chair Walker.

Roll Call

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

Committee Members Absent: Chair Woodards.

Welcome and Opening Remarks

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

Approval of Minutes

MOTION: Committee Member Scott motioned to approve the minutes of September 26, 2025.

SECONDED BY: Committee Member Bushnell

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

Briefing Item 25-0896: City Manager Recruitment

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

Key Discussion Points:

- The committee and recruiter agreed the initial timeline was too tight, especially around the holidays, potentially impacting candidate quality and availability.
- The committee stressed the need to slow the process to allow newly elected Council Members (seated in January) and outgoing Council Members to weigh in on the applications and process.

- The approved stakeholder survey to gather community input is ready to launch, targeting October 17, 2025.
- The first round of candidate interviews will be virtual, followed by in-person interviews for a narrowed pool of finalists.
- Reviewed a proposed schedule for the final round of interviews which incorporated opportunity for stakeholder input and interview panels.

Briefing Item 25-0897: City Council Staffing

Presented by Continuous Improvement Officer Ben Thurgood.

Key Discussion Points:

- Staff presented the current staffing structure and approximate costs associated with staffing structure proposals (including a chief of staff structure).
 - Council members expressed a preference for a two-to-one ratio of policy analysts to council members.
 - Council members expressed a desire to avoid elected officials directly managing day-to-day operations of individual staff (including hiring and performance management).
- Areas for process improvement were identified, including streamlining policy analysis, improving meeting preparation, and enhancing consistent constituent engagement.
 - OSAC's primary desire was to explore opportunities in conjunction with inbox support and aligning priorities with Committees, Boards, and Commissions.

Public Comment

Public comment was taken.

Closeout

MOTION: Committee Member Bushnell motioned to direct Human Resources staff to post the City Manager recruitment community input survey at the earliest opportunity, targeting October 17, 2025.

SECONDED BY: Committee Member Scott

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

MOTION: Committee Member Scott motioned to direct staff to finalize the recruitment schedule and coordinate OSAC input on panelists to inform the next OSAC meeting.

SECONDED BY: Committee Member Bushnell

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

MOTION: Committee Member Scott motioned to direct staff to explore with the City Manager's Office to opportunity to start continuous improvement and report back on initiatives that are feasible.

SECONDED BY: Committee Member Bushnell

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

Action Items:

Action Item	By Whom	When	Communication / Decision
1. Post Community Input Survey	HR Staff	Targeting October 17, 2025	Survey content is built; staff to finalize city website page.
2. Finalize Recruitment Schedule	HR Staff, Prothman (Cliff Moore)	Ongoing/Next OSAC Meeting	Finalize the schedule with a presentation of semi-finalists in mid-January.
3. Finalize Interview Plan & Panelists	HR Staff, OSAC Committee	Ongoing/Next OSAC Meeting	Coordinate OSAC input on panelists for candidate screening.
4. Review In-Person Interview Schedule	OSAC Committee, HR Staff	Ongoing/Next OSAC Meeting	Review the schedule for the in-person, two-day candidate interview process.
5. Continuous Improvement Initiatives	CI Staff, City Manager's Office	Ongoing	Staff to explore opportunities for continuous improvement in Council staffing and report back on feasible initiatives.

Adjournment

There being no further business, the meeting adjourned at 11:52 AM.

Minutes prepared by: Ben Thurgood

Date: 10/24/2025



X Chair Woodards



X Executive Liaison Ben Thurgood