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

5/8/2026 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:35 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 March 13, 2026.
SECONDED BY: Vice Chair Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

MOTION: Committee Member Bushnell moved to approve the minutes March 20, 2026.
SECONDED BY: Vice Chair Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

MOTION: Committee Member Bushnell moved to approve the minutes March 27, 2026.
SECONDED BY: Vice Chair Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

Briefing Item 26-0376: City Council Action Memorandum Findings Report

Presented by the Director of the Center for Strategic Priorities, Jacques Colon.

Key Discussion Points:

- **Report Overview:** Staff presented 12 recommendations based on interviews with stakeholders to improve the Council Action Memo (CAM) and Council Consideration Request (CCR) processes. The report aims to align these documents with the Tacoma 2035 Strategic Plan and improve their effectiveness for end-users.
- **Core Recommendations:**
    - Clarify the distinct purposes of CAMs (e.g., policy development vs. analysis, etc.).
    - Streamline documents by:
        - Filtering sections based on the specific type of request.
        - Clarifying section titles and descriptions to differentiate them.
    - Enhance sections regarding problem statements, past Council actions, community engagement, and equity analysis to clarify the problem the recommendation is seeking to solve.
    - Simplify fiscal analysis by focusing on relevant info and "hidden" trade-offs.
    - Update the alternatives section to require two distinct components:
        - A retrospective summary of alternatives considered and rejected during project development.
        - A prospective list of viable alternatives currently before Council for action.
- **Committee Feedback:** Members expressed:
    - General support for the recommendations.
    - Highlighted the confusion regarding naming conventions (CCR/CAM).
    - Emphasized the need for healthy, early-stage constructive skepticism, pushback, and vetting from staff during early policy formation.

Public Comment

Public comment was taken; however, no individuals signed up to speak in person or virtually.

Closeout

MOTION: Committee Member Bushnell moved to cancel the May 22, 2026, OSAC meeting and move pending agenda items to the June 12, 2026, meeting.
SECONDED BY: Vice Chair Walker
ACTION: Voice vote was taken and carried. The motion was declared adopted.

Action Items:

Action Item	By Whom	When	Communication / Decision
1. Conduct Follow-Up Interviews *Non-OSAC Council Members*	Jacques Colon	May-June 2026	Incorporate feedback into CAM update as appropriate
2. Prepare "mock CAM" exercise	Jacques Colon	June 12, 2026 (Next OSAC Meeting)	Incorporate feedback into CAM update as appropriate
3. Update staff guidance and CAM template *per 12 recommendations*	Jacques Colon	Late Q2 (June/July)	
4. Schedule study session *for revised CAM draft*	Jacques Colon + Clerk	Late Q2 (June/July)	

Adjournment

There being no further business, the meeting adjourned at 11:37 AM.

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

Minutes prepared by: Ben Thurgood
Date: 5/18/2026

Anders Ibsen
X Chair Ibsen

Ben Thurgood
X Executive Liaison Ben Thurgood