

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

12/12/2025 | 10:30 AM 747 Market Street, Tacoma, WA 98402, Conference Room 243

Call to Order

The meeting was called to order at 10:39 AM by Chair Woodards .

Roll Call

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

Committee Members Absent: None.

Note: Mayor-elect Anders Ibsen, also present.

Welcome and Opening Remarks

Chair Woodards opened the meeting and provided a key topic summary of the previous meeting, which included the city manager recruitment and the committee's role in council retreat planning. She noted this was her final OSAC meeting as Mayor.

Approval of Minutes

MOTION: Committee Member Bushnell moved to approve the minutes November 14, 2025.

SECONDED BY: Committee Member Scott

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

Briefing Item 25-1113: Meet and Greet with Mayor-Elect Ibsen

Presented by Chair Woodards.

Key Discussion Points:

- Ibsen was briefly introduced to the OSAC committee.

Briefing Item 25-1114: City Manager Recruitment

Presented by Human Resources Assistant Director Cheryl Bidleman, Human Resources Manager Keith Gulley, and Cliff Moore (Prothman Consultant).

Key Discussion Points:

- **Transitional Briefing:** Representative Cliff Moore (Prothman) confirmed that newly elected officials, Mayor-elect Ibsen and Council-elect Palmer, have been brought up to speed on recruitment activities to date.
- **Application Statistics:** As of the meeting, 45 applications have been received from across the country (Washington, California, Texas, etc.). Eight candidates currently meet or exceed minimum qualifications, with background checks already initiated.
- **Stakeholder Survey Results:** 318 responses were collected. Key priorities identified by the public and staff include fiscal stewardship, accountability, transparency, and effective communication. The term "psychological safety" emerged as a point of interest regarding organizational culture.
- **Qualitative Data & Outreach:** Mayor-elect Ibsen suggested gathering more qualitative data through an in-person "listening session" or educational forum to address public gaps in understanding the City Manager's role. Committee members raised concerns about potential impacts to timeline and budget.

Briefing Item 25-1115: Council Retreat Planning

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

Key Discussion Points:

- The Council retreat should focus on alignment of strategic priorities and the established budget.
- The OSAC Committee also requested the retreat include communication-focused team building to help integrate returning and newly elected council members.

Briefing Item 25-1116: OSAC Workplan Update

Presented by Continuous Improvement Officer Ben Thurgood.

Key Discussion Points:

- This was the final OSAC meeting scheduled for 2025.

- The committee reviewed the work plan items for the upcoming year (2026) and made modest modifications.

Public Comment

No one signed up for public comment, but it was offered.

Closeout

MOTION: Committee Member Scott moved to direct Human Resources staff to pursue adding an in person, public feedback and educational event related to the city manager recruitment, with a goal to conduct the event before January 23 providing preliminary design and estimates to OSAC by December 16.

SECONDED BY: Committee Member Bushnell

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

MOTION: Committee Member Scott moved to direct Jacques Colon, the Strategy Director for the City to take the preliminary feedback from today's meeting, together with agenda and logistics for the City Council retreat, to be reviewed at the next January OSAC.

SECONDED BY: Committee Member Bushnell

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

Action Items:

1. Consensus Items

- a. The committee, through consensus, decided to include an OSAC meeting on January 9th.

Action Item	By Whom	When	Communication / Decision
1. Provide full application packets to Council	Prothman (Cliff Moore)	Jan 23, 2026	Scheduled
2. Preliminary Design and Estimates for the in-person public feedback/educational event	HR Staff + Prothman	Jan. 16, 2026	Decision: Provide OSAC with options for a mid-January event.
3. Finalize Council Retreat Logistics	Director of the Center for Strategic Priorities Jacques Colon	Jan. 9, 2026	

4. Add all City Manager recruitment dates to individual Council member and Mayor calendars.	HR & Council Staff	ASAP	Decision: Ensure full attendance and transparency of the recruitment timeline.
5. Coordinate Follow-Up Email to Council regarding panel recommendations and interview question selection	Mayor's Policy Analyst	ASAP	Communication: Remind Council to submit names and finalize candidate questions.

Adjournment

There being no further business, the meeting adjourned at 12:03 PM.

Minutes prepared by: Ben Thurgood

Date: 1/5/2026

Andrea Ibsen
X Chair Ibsen

Ben Thurgood
X Executive Liaison Ben Thurgood