



**Gladstone Community Center Advisory Board Meeting  
Civic Center Council Chambers, 18505 Portland Avenue  
Tuesday, February 20, 2024 at 3:30 pm**

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to the extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

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## **CALL TO ORDER**

1. Roll call of the Advisory Board
2. Select a Chair
3. Select a Vice Chair
4. Reapprove September 19, 2023 minutes
5. Approve November 21, 2023 minutes

## **BUSINESS FROM THE COMMUNITY CENTER STAFF**

***General Updates, Michelle Prusso***

***December, January, and February Events and Activities***

6. Kiwanis Breakfast with Santa
7. Winter Market on December 9<sup>th</sup>
8. Holiday Tree Lighting

9. Holiday Meal (sponsored by the Gladstone Seniors Foundation) on December 14th
10. Holiday stockings delivered (Saint Stephens Lutheran Church SewSews Quilting Group & Gladstone Seniors Foundation)
11. The center closed the last week of December
12. Sarah Sanderson's book talk on January 10<sup>th</sup>
13. Community Center sign on Oatfield and Portland Ave
14. Winter storm
15. Lunch N Learn (SMART & ElderPlace)
16. Pen Pal & John Wetten partnership
17. Black History Month
18. Valentine's Day
19. New Activities at the Community Center
20. Spring Market
21. Monthly Report

### **BUSINESS FROM THE BOARD**

*Mindy Proski, Chair/Board*

22. Work Plan process for 2024 - March meeting

### **BUSINESS FROM THE AUDIENCE**

*Bonnie Duncan, Foundation*

23. Gladstone Seniors Foundation update – Bonnie Duncan

**NEXT MEETING: March 19, 2024**

**ADJOURN**

### **MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE**

The Civic Center is ADA-accessible. Hearing devices may be requested from the City Recorder at least 48 hours before the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at [bannick@ci.gladstone.or.us](mailto:bannick@ci.gladstone.or.us). Staff will do their best to respond in a timely manner and to accommodate requests.

## **GLADSTONE COMMUNITY CENTER ADVISORY BOARD MINUTES FOR SEPTEMBER 19, 2023**

Meeting was called to order by Chair Mindy Proski at 3:31 P.M.

### **ROLL CALL:**

Chair Mindy Proski, Evelyn Johannesen, Sylvia Kelner, Roxanne McMullin, Josie Whitaker, Maria Mitchell

Senior Center Foundation: Bonnie and Jal Duncan

### **ABSENT:**

Simona Gherghisan

### **STAFF:**

Tiffany Kirkpatrick, Community Services Manager; Tami Bannick, City Recorder

Chair Proski called the meeting to order. She advised that the City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to the extent reasonably possible, to make all meetings accessible remotely through technological means and provide the opportunity for members of the general public to remotely submit oral and written testimony during meetings to the extent that in-person, oral, and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Chair Proski went over the agenda for the meeting.

### **APPROVAL OF MINUTES:**

*Josie Whitaker made a motion to approve the minutes from the August 15, 2023 meeting. Motion was seconded by Evelyn Johannesen. Ms. Bannick took a roll call vote, and the minutes were approved with a unanimous vote.*

### **BUSINESS FROM STAFF:**

#### • **Music on the Green Events:**

Ms. Kirkpatrick said they had another successful Music On The Green event recently. The attendees were from all age groups. There were free cheeseburgers being given out across the street courtesy of Happy Rock. The popcorn machine was very popular. She hopes they have more events that involve both sides of the street. There was a small protest going on across the street, but the Police Department kept it under control, and it didn't interfere with the event.

#### • **Volunteer Appreciation BBQ Event:**

The Center will be hosting the annual event on Friday, October 6<sup>th</sup> from 5:00 – 6:30 P.M. Invitations will be sent out to all City Volunteers.

#### • **Annual 50<sup>th</sup> Anniversary Dinner:**

The Center will host this event on Saturday, October 28<sup>th</sup> from 4:00 – 5:30 P.M. It is being sponsored by the Gladstone Seniors Foundation. There will be music and catered food. There will be photos taken of the couples.

#### • **Community Bingo Game:**

Bingo night will be on Friday, October 20<sup>th</sup>.

### **BUSINESS FROM THE BOARD:**

a) **New Advisory Board Name:**

Chair Proski said the new official name of the advisory board is: Gladstone Community Center Advisory Board. She thanked all the members for their perseverance and thoughtfulness and said she is very proud of the progress they've made.

b) **Discussion regarding Ad Hoc Committees:**

Chair Proski said they don't have to go through the City Council for approval to form ad hoc committees. The Board can decide what is needed, advertise for the positions, fill the positions, etc.

She went over the handout/announcement that will be in the newsletter regarding forming an ad hoc committee for the Winter Market (October 9 – December 9). Ms. Kirkpatrick said they would like to include music/entertainment during the Market as well. There was discussion regarding the selection process. They are open to youth participation.

There will be an ad hoc committee formed to handle the Music On The Green events in the future.

### **BUSINESS FROM THE AUDIENCE:**

None:

### **BUSINESS FROM THE SENIOR FOUNDATION:**

Bonnie Duncan said they are looking forward to the 50<sup>th</sup> Anniversary dinner event.

They are hosting a Friendsgiving/Thanksgiving meal for seniors on November 16<sup>th</sup>.

The holiday meal for seniors will be held on December 14<sup>th</sup>. They will be collecting ideas and putting together stockings with the help of the Lutheran Church. They fill the stockings with toothpaste, soap, blankets, socks, gloves, etc. They accept donations through Sew-And-Sew. They also include a gift card. They are still working on their bylaws.

Ms. Kirkpatrick thanked the Foundation for all they do. The Center would not be able to do all the fun stuff without their support.

### **ADJOURN:**

*Roxanne McMullin made a motion to adjourn the meeting. Motion was seconded by Josie Whitaker. Motion passed with a unanimous vote. Meeting was adjourned at 4:13 P.M.*

### **UPCOMING MEETING:**

October 17<sup>th</sup>, 2023 - 3:30 P.M. in Council chambers



## **GLADSTONE COMMUNITY CENTER ADVISORY BOARD MINUTES FOR NOVEMBER 21, 2023**

Meeting was called to order by Chair Mindy Proski at 3:31 P.M.

### **ROLL CALL:**

Chair Mindy Proski, Evelyn Johannesen, Sylvia Kelner, Roxanne McMullin, Josie Whitaker, Maria Mitchell, Simona Gherghisan

### **ABSENT:**

None

### **STAFF:**

Michelle Prusso, Gladstone Community Center; Hayley Kratz, Office Assistant; Jacque Betz, City Administrator

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Chair Proski called the meeting to order. She advised that the City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to the extent reasonably possible, to make all meetings accessible remotely through technological means and provide the opportunity for members of the general public to remotely submit oral and written testimony during meetings to the extent that in-person, oral, and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Chair Proski went over the agenda for the meeting.

### **APPROVAL OF MINUTES:**

*Roxanne McMullin made a motion to approve the minutes from the September 19, 2023 meeting. Motion was seconded by Evelyn Johannesen. Ms. Kratz took a roll call vote - the minutes were approved with a unanimous vote.*

### **BUSINESS FROM STAFF:**

- **Staff Report from October:**

They have been very busy with the home-delivered meals, as well as a record number of home-bound meals, food boxes, and congregate meals. They have been busy with phone calls, resources, etc. They assisted a homeless couple in their eighties who were living in their car find housing. They have been helping people with their Medicare/Medicaid plans.

- **Volunteer Appreciation BBO:**

It was a great event. They had a lot of volunteers attend. They gave out certificates of appreciation. Everyone ate, hung out, talked, etc.

- **First Clothing Swap:**

This was semi-successful. They would like to do it again because they feel it could be held on a weekend or later in the afternoon so that more people could participate. They would like to include high school kids as well. They received a lot of donations.

- **Fire Prevention Presentation by Clackamas Fire Marshal Shawn Olson:**

They were able to collaborate with the High School to record the presentation. They will now work with GEMS (Gladstone Emergency Management) and the High School to put together a loop that will play at the Center with other presentations.

- **Medicare Open Enrollment Update:**  
This is still going on every Thursday and Friday. They help people get enrolled, go over their options, etc.
- **Updates on the New Adventure Van:**  
This has used up the grant funds. She shared a picture of the wrap. They now have floor mats in the van and have added a hitch and cargo basket in the back, so that now it is accessible to people in wheelchairs/walkers.
- **Friendsgiving Celebration (Sponsored by the Gladstone Seniors Foundation):**  
They had approximately 90 people attend. It was amazing – great food and great company.
- **Upcoming Events and Activities:**  
Winter Market on December 9<sup>th</sup> - This will include a full day of activities. The Kiwanis breakfast is at 8:00 A.M., leading into the Market, followed by the Holiday Tree lighting. There will be live music, food, over 40 vendors (indoor and outdoor), etc. The event raises money for the Gladstone Seniors Foundation.  
  
Holiday Meal on December 14<sup>th</sup> (Sponsored by the Gladstone Seniors Foundation) – They will be serving ham, turkey, and fixings. There will be live music as well.

## **BUSINESS FROM THE BOARD:**

### **1. 2024 Community Center Advisory Board Work Plan:**

Ms. Betz said that Tiffany Kirkpatrick has resigned – she did a great job.

She went over the City Council adopted goals for 2023/2025, goal #3, Communications and Engagement.

#3.8: Community Engagement to update the name of the Senior Center

#3.9: Amend membership and duties of the Senior Center Advisory Board to include diverse, multi-generational youth participation.

#3.10: Develop a master site plan for the Senior Center.

#3.11: Provide expanded multi-generational services programs and activities at the Senior Center.

She said they have accomplished almost everything already. She thanked the Board for all the work they have put in. She encouraged them to think about what their work plan should be for 2024, including #3.11. They need to think of ways they can work with the community on determining what cultural and diverse events/celebrations they should be focused on and how they can best support them. There are currently two openings on the Board. They have received two applications (December 5<sup>th</sup> is the deadline for applications to be submitted).

Roxanne McMullin asked who they should contact from the Community Schools regarding possible inquiries from the community regarding events or classes. Ms. Betz will send the contact information.

### **2. Next Meeting:**

Chair Proski asked if they wanted to have a meeting in December or take a break until January 16<sup>th</sup>, 2024. There is nothing on the docket that needs attention in December. Everyone agreed to skip the December meeting.

**BUSINESS FROM THE AUDIENCE:**

None.

**BUSINESS FROM THE SENIOR FOUNDATION:**

Bonnie Duncan said the 50<sup>th</sup> Anniversary party was a big success. Those who came were very pleased. They have been working on getting a remote microphone to go with the sound system.

They are in the process of providing trip subsidies for the Friday trips. There are a variety of trips/places they go, and some people can't afford to pay for the trip and/or lunch. The costs are going to increase, so they are working to subsidize the costs. They put together a proposal to provide special opportunities. The Friendsgiving event was wonderful – the food was amazing. They kept the costs below what was budgeted – the meat was donated, as well as other items.

They will be including \$25 gift cards in the Christmas stockings that are given to the home-bound seniors by the church.

Roxanne McMullin asked what they do in situations where people need assistance with utility bills, food, transportation, etc. in special circumstances. Ms. Betz said that it depends on the situation, but having special partnerships established beforehand helps (Clackamas County Housing Authority, etc.). Michelle said that a lot of the “Lunch and Learn” events provide information regarding services from various agencies (Library, PGE, etc.).

**ADJOURN:**

*Roxanne McMullin made a motion to adjourn the meeting. Motion was seconded by Josie Whitaker. Motion passed with a unanimous vote. Meeting was adjourned at 4:02 P.M.*

**UPCOMING MEETING:**

January 16<sup>th</sup>, 2024 - 3:30 P.M. in Council chambers

A photograph of a white desk with a black mug, three paper clips, and a teal square. The teal square is located in the upper right corner of the white area. The text is overlaid on the left side of the white area.

# The Gladstone Community Center

A teal square is located to the right of the text.

## Monthly Report January 2024

Prepared by: Michelle Prusso

The Gladstone Community Center had a busy January! We used this month to reflect on the year 2023, but also to plan for the upcoming year, 2024. We have some amazing activities, programs, and events planned, and we can't wait to share them with our community. We are looking forward to another year of success and growth!

### What happened this month at The Gladstone Community Center?

**918** registered people checked into The Gladstone Community Center

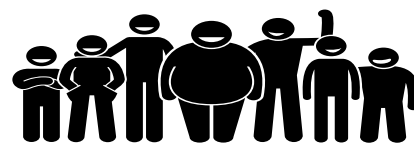
**226** Individuals Came to the Center for Congregate Meals

**1,297** Seniors Received Home Bound Meals

**232** Home Bound Seniors Received Food Boxes

We sent out **2394 pounds** of food to homebound seniors!

We received generous donations from our community, Gleaners, and Gladstone Food Bank.



## Monthly Revenue?



\$973.00	Home Bound Meal Donations
\$562.00	Congregate Meal Donations
\$1,071.25	Rentals
\$980.00	Transportation Donations
\$5,895.72	Clackamas County Funds

We answer 1,000's of calls each month! This month we took numerous calls in the following categories:

Information and Assistance

Reassurance

Case Management



We have **8** volunteers staffing our front desk **5** days a week **8 to 4**



## Rentals For January

# 4

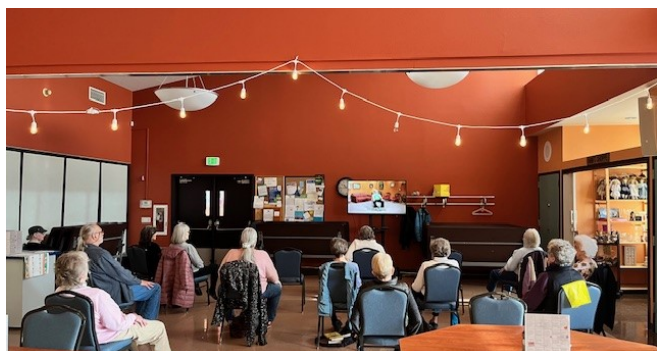
## Volunteers

We currently have over **100** volunteers



Volunteers recorded **518** hours for January!

Volunteers do various tasks including kitchen, dining service, thrift shop, food deliveries, food pickups, instructors, clerical, front desk, cleaning, gardening, and advocacy work.



Chair Exercise Group

**The Center also offered many community-based classes and programs this month.**

- AARP Safe Driving Class
- Foot Clinic
- Blood pressure readings
- Music at lunch
- SMART Reading Lunch N Learn
- Health care Lunch N Learn from ElderPlace
- Law Talks
- Book Talk from Sarah Sanderson
- Tech support
- Movie and rootbeer floats
- Community bingo



Gainell, director of SMART & Diane, Volunteer

The Gladstone Community Center initiated a "revolving art wall" approximately six months ago. This has proven to be an outstanding method of introducing new members to the Community Center while simultaneously showcasing the work of various artists. Each artist is given a one-month time slot to exhibit their art, and we have already booked most of 2024.



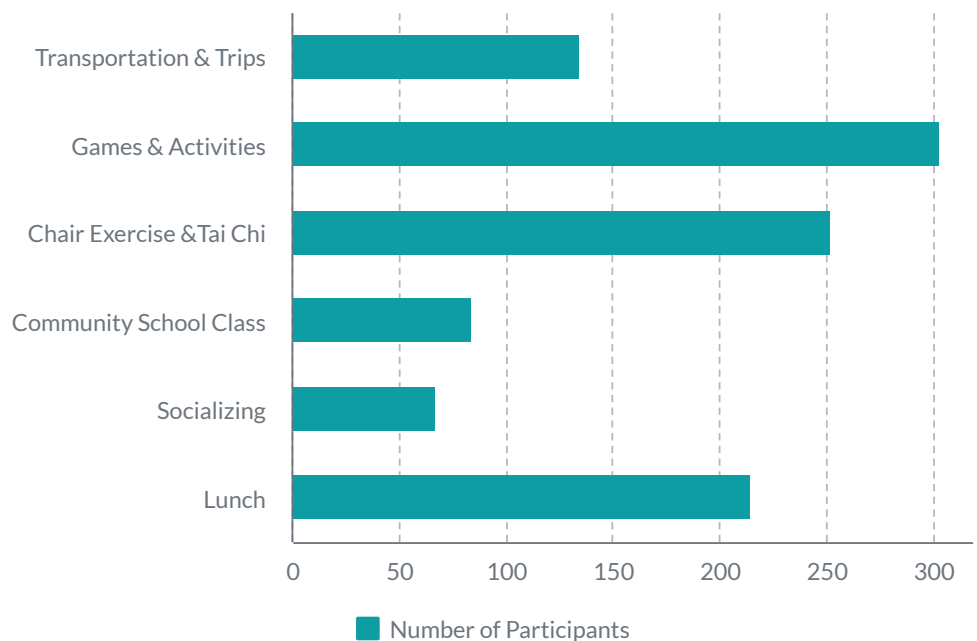
## Revolving Art Wall



**19% of Adults Living In Gladstone are 65+**

**We Offer Evidence Based Programs!**  
EBPs are research-supported programs to promote health and prevent disease and include components for behavior change and self-management. EBP participants build skills to take control of their health, from lowering the risk of falls to better managing chronic conditions, engaging in physical activity, and proactively managing mental health.

### What Activities Did Participants Do At The Gladstone Community Center?





## ■ PRIORITIZED PROJECTS



- The Community Center is promoting its rentals through social media ads, newsletters, and building signage.
- Deanna collaborated with AARP to simplify the tax service we offer at The Center every Friday starting February 2nd. We have introduced a new call system and given priority to Gladstone residents.

## PRIORITIES



Lunch N Learn Providence ElderPlace



Volunteer Music Memory Group

- Michelle P. Has started a Music Memory Group consisting of volunteers. They hope to offer music that elicits emotions and memories to help provide a link to a person's past and promote interconnection with Alzheimer's and dementia.

## January 2024 new activities!

- **Walking Group** ~ Mondays, Wednesdays, and Fridays
- **Bunco** ~ Mondays
- **Bridge Club** ~ Fridays

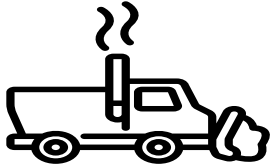
We are having a fantastic beginning to the year 2024 with our ongoing and new activities. Our Crochet Group is growing bigger every week and we have initiated some Center-run groups that we hope will be successful. As always, we aim to add more activities and enhance the existing ones in the future!



Crochet Group

# Winter Weather

- The Gladstone Community Center is proud to report that throughout all the ice, snow, and storms this month we provided hot or frozen meals for each day to our Home Bound Seniors!



Gladstone Public Works did an excellent job of clearing and de-icing The Center's parking lot.



## Transportation

Michelle M. Our transportation driver, helped patrons with shopping and doctor appointments as soon as the roads were clear.



There were some disruptions in the Adventure Trips schedule this month due to time off and icy roads. However, we took our patrons to Lakewood Theater to watch "A Tomb With A View" and also had a fun outing to Value Village in Tigard. We followed this up with lunch at Banning's Restaurant and Pie House.



# Partnerships

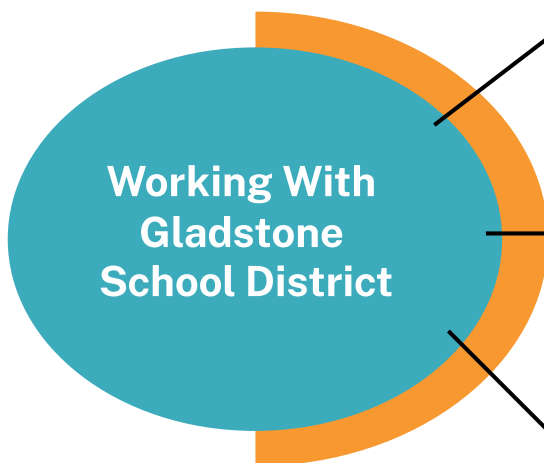
We are excited to announce that we will be starting our second year of the Pen Pal program this month! Fourth-grade classes from John Wetten Elementary School and our Home Bound Meal participants will be exchanging letters throughout the entire school year. Last year, we organized an ice cream social where all the participants and students met. John Wetten himself joined us, and we received a generous donation from our local Baskin Robbins to provide the ice cream. Wendy Wilson, a dedicated volunteer, makes all this happen every year!



Meet and Greet Pen Pals



John Wetten Elementary School Pen Pal Program



John and Merilee Wetten gift endowment



Gladstone High School Youth Transition Program

The Youth Transition Program (YTP) assists high school students with diagnosed disabilities in preparing for competitive employment after graduation.

# THANK YOU

**The Gladstone Community Center**

1050 Portland Ave

Gladstone Oregon 97027

503-655-7701

<https://www.ci.gladstone.or.us/sc>



**GLADSTONE**  
Oregon



# CITY OF GLADSTONE

*Glad to be here!*

## CITY COUNCIL GOALS

2023-25



## Our Team



### City Council

Mayor Michael Milch  
Councilor Vanessa Huckaby  
Councilor Greg Alexander  
Councilor Veronica Reichle  
Councilor Cierra Cook  
Councilor Luke Roberts  
Councilor Mindy Garlington



### Management Team

City Administrator, Jacque Betz  
Police Chief, John Schmerber  
Community Services Manager, Tiffany Kirkpatrick  
Public Works Director, Darren Caniparoli  
Finance Consultant, Cathy Brucker  
Human Resources Consultant, Nancy McDonald





Mayor Michael Milch

Councilor Vanessa Huckaby



Councilor Greg Alexander



Councilor Veronica Reichle

Councilor Cierra Cook



Councilor Luke Roberts

Councilor Mindy Garlington



## INTRODUCTION

The City of Gladstone is pleased to present the summary of their 2023-25 annual goal-setting retreat. The City Council and Management Team convened on January 13-14, to discuss progress on the 2022 goals, review the current context, refine current goals, set new goals for the years ahead, and develop a process for tracking progress and reporting on the goals.

The City hired the SSW Consulting team to facilitate the workshop and guide the goal refinement and planning process. Prior to the workshop, the SSW team interviewed all City Councilors and gathered input from the department heads to understand their desired outcomes, as well as challenges and opportunities on the horizon that should be considered as the Council refines their goals for the next year. The results of this outreach informed the design of Council Retreat agenda to ensure an engaging and productive work session with the following outcomes.

### CONTEXT

Clear understanding of the community context and status of the 2023-25 goals and objectives to inform the team's goal setting.

### REFINED FOCUS

Refined and focused goals to ensure a foundation of a strong core services and address current community needs.

### OUTCOMES

Identify focused goals with clear outcomes.

### IMPLEMENTATION PLAN

Develop an implementation plan that identifies reporting expectations and process for making updates to the goals.

Gladstone City Council and Management Team worked closely to assess the progress of the 2022 goals and discussed if and how these priorities should be adjusted for the coming years, as well as any additional priorities that should be brought forward for consideration. City staff will pursue the 2023-25 goals while continuing to provide core services to support a safe and thriving community.

We feel so fortunate to have a highly engaged City Council and staff who are dedicated to preserving and enhancing the quality of life for residents both today and into the future. We look forward to partnering with our boards, commissions, advisory groups, community partners, and residents to advance the goals.

- City of Gladstone City Council + Management Team -

## VISION + CORE VALUES

### Vision

Gladstone is a vibrant and thriving community where all people have access to opportunity to improve their quality of life.

### Values

Partnerships - Sustainability  
 Transparency - Adaptability  
 Diversity, Equity + Inclusion

## SETTING THE CONTEXT

### Accomplishments

2022 was a very productive year for the Gladstone team, as there were some major wins and

City of Gladstone

### 2022 YEAR IN REVIEW - ACCOMPLISHMENTS

<h4>Public Works</h4> <ul style="list-style-type: none"> <li>Sewer DEQ Mutual Agreement Order requirements + sewer improvements</li> <li>Final inflow + Infiltration Study turned over to DEQ 08/2022</li> <li>City entered into agreement with WES to reduce I+I in our system</li> <li>CDGB ADA ramp projects</li> <li>Barclay/ Portland Storm Line Project</li> <li>Design complete of the Webster + Cason pedestrian crossing project</li> <li>WES maintaining 82nd Street pump station requirements</li> <li>Annual Slurry Seal of City streets complete</li> </ul>	<h4>Police Department</h4> <ul style="list-style-type: none"> <li>Ongoing work to complete Strategic Plan</li> <li>Phase 1 of peer support initiated for mindfulness + resiliency</li> <li>Continues progress to update Gladstone Municipal Code</li> <li>School Resource Officers in all school facilities</li> <li>Completes curriculum for Citizen's Academy</li> <li>Added developmental goals to employee evaluation forms</li> <li>Enhancement of GPD's media strategy</li> </ul>	<h4>Administration</h4> <ul style="list-style-type: none"> <li>Municipal judge recruited</li> <li>Chapter 5.04 Business Tax adopted</li> <li>Elected Official emergency management training</li> <li>Old City Hall demolished in preparation for new library</li> <li>Ongoing participation for the Gladstone library planning task force</li> <li>AFSCME contract negotiations complete</li> <li>Gladstone Police Association contract negotiations complete</li> <li>Complete IGA for 82nd Street Pump Station</li> <li>Street pavement + maintenance projects</li> <li>Planning services RFP complete</li> </ul>
<h4>Senior Center</h4> <ul style="list-style-type: none"> <li>Returned to full operations post-COVID</li> <li>Completed an assessment to consider expansion of services to a broader segment of the population</li> <li>Nutrition Coordinator Position reviewed for possible FTE</li> <li>Services are ongoing and growing</li> <li>Resource center use increased due to recruiting volunteers</li> <li>Ongoing partnerships with Gladstone SD to provide more learning programs/ services</li> <li>Ongoing media relationship to enhance the Senior Center's image and comm. awareness</li> <li>Increased recreation activities/ exercise programs</li> <li>Received grant for \$75K for dining/meal space + TRAM</li> <li>Expansion of inter-generational programs</li> <li>Continued engagement to update the name for the Senior Center</li> </ul>	<h4>Finance</h4> <ul style="list-style-type: none"> <li>Banking request complete with new contract with US Bank</li> <li>Framework for cost allocation plan</li> <li>Program in place for financial forecasting</li> <li>Financial forecasting software purchased + implemented</li> <li>Capital equipment + improvement plan 90% complete</li> <li>Ongoing ARPA spending through 2026</li> </ul>	<h4>Municipal Court</h4> <ul style="list-style-type: none"> <li>Department of Revenue automated system</li> <li>Electronic transfers of abstracts to DMV</li> <li>Documents purged that exceeded the Oregon records Retention Schedule</li> </ul>
	<h4>Fire Department</h4> <ul style="list-style-type: none"> <li>Gladstone Fire Station 22 remodeled</li> <li>City entered an affordable agreement with Clackamas Fire District</li> </ul>	<h4>Information Technology</h4> <ul style="list-style-type: none"> <li>Conversion of City Council/ Court Room for Zoom meeting access</li> <li>Conversion to Clackamas Fire Department</li> <li>Decommission/ removal of last of City equipment from Old City Hall</li> <li>City Admin + Police Department cell phones</li> <li>Equipment replacement of cycle now in place for 20 Police MDC's</li> <li>Starting conversion of Exchange server to MO365</li> <li>Equipment replacement cycle for City Desktop Systems</li> <li>New public works facility information tech reviews input</li> </ul>





# 2023-25 COUNCIL GOALS

City Council and the Management Team revisited the organization’s 2022 goals to discuss progress in achieving these goals, as well as consider if and how any of the goals should be adjusted to align with the current community context and build on the success of previous years. The team also explored all additional focus areas that should be considered to address community opportunities and challenges on the horizon.

Council and staff worked together to share their ideas and priorities as they related to each of the goal areas. Following the retreat, together staff and the SSW Team refined these ideas into objectives and considered the appropriate timeline for the objectives based on current projects in progress, available resources, staff leads, and involvement of the City boards and commissions in implementing, advising, or reviewing work as it progresses. The information is detailed in the table below.

The Council and the Management Team discussed the importance of having a progress reporting structure to support the implementation of these goals and provide an accountability measure. City staff will develop work plans to implement each objective under the goal areas. Staff will engage with Council periodically throughout the year during work sessions to discuss progress, work through any challenges, and receive guidance on key decision points.

## Goal 1 Economic Development

### Outcomes

- Robust economic ecosystem
- Support, maintain, and grow ALL businesses
- Revitalization to make Gladstone’s downtown an inviting place

### Strategies

### Project Lead Implementation

1.1 Create limited duration Economic Development/Tourism position	Administration	End of Year 1
1.2 Enhance partnership with Clackamas County Economic Development Department	Administration	Year 1
1.3 Prepare annexation analysis	Administration	Year 1-2
1.4 Explore urban renewal plan refinement opportunities to include Portland Avenue	Administration	Year 1
1.5 Explore Main Street Program	Administration	Year 2
1.6 Implement Climate Friendly and Equitable Community Initiatives	Planning/Administration	Year 2
1.7 Research funding opportunities to implement elements from the Downtown Revitalization Plan (Portland Avenue Street Improvements)	Administration	Year 1-2
1.8 Implement elements of the Gladstone Brand and Tourism Strategy	Administration	Year 1

## Goal 2 Infrastructure

### Outcomes

- Solid foundation of infrastructure to support future growth and meet current system demands
- Sustainable plan and stable financing for maintenance and upgrades
- Well maintained roads
- Address DEQ violations

### Strategies

### Project Lead Implementation

2.1 Construction for Inflow & Infiltration infrastructure projects per DEQ memo of agreement	Public Works	Year 1
2.1 Complete Capital Improvement Projects in the Oak Lodge Service Area	Public Works	Year 2-5
2.3 Streets Pavement Management Program Implementation	Public Works	Year 1
2.4 Financial Forecasting: Update of forecasting software to include the Capital Improvement Plan (CIP) with a six-year perspective and incorporate available resources for funding capital improvement projects.	Finance	Year 1-2
2.5 Complete Evergreen Storm Line Replacement Project	Public Works	Year 1
2.6 Complete 82nd Drive Pump Station Replacement Project	Public Works	Year 2-5
2.7 Complete Trolley Trail Bridge Replacement Phase II	Administration	Year
2.8 Complete Public Works Facility	Admin./ Public Works	Year 1
2.9 Complete unilateral flushing maintenance program	Public Works	
2.10 Pursue Tree City USA Designation	Public Works	Year 2

## Goal 3 Communications and Engagement

### Outcomes

- Foster trust within Council and staff
- Build trust with community
- Enhanced engagement with the community
- Increased involvement for all

### Strategies

### Project Lead Implementation

3.1 Diversity, Equity, Inclusion training for elected officials and employees	Administration	Year 1
3.2 Implement City Council Team Agreement	City Council	Year 1
3.3 Participate in the Clackamas County Research Justice Study	Admin./Council	Year 1-2
3.4 Police Department Community Academy	Police	Year 1
3.5 Implement Police Body Worn Cameras	Police	Year 1
3.6 Implement Police Department Analytical Internal Tracking System to track various components, including community	Police	Year 1
3.7 Update Police Department Strategic Plan to include community input.	Police	Year 1-2
3.8 Community engagement to update the name of the Senior Center	Senior Center	Year 1
3.9 Amend membership and duties of the Senior Center Advisory Board to include diverse multigenerational/youth participation	Senior Center	Year 1
3.10 Develop a master site plan for the Senior Center	Senior Center	Year 1-2
3.11 Provide expanded multigenerational services, programs and activities at the Senior Center	Senior Center	Year 1-2
3.12 Use professionals to enhance communication messaging and engagement	Administration	Year 1
3.13 Explore Youth Advisory Council	Administration	Year 1



## Goal 4 Parks

### Outcomes

- Clear understanding of parks funding and service structure
- Prioritize park improvement projects and identify funding options

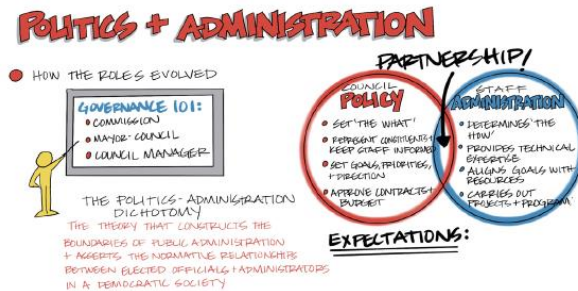
### Strategies

### Project Lead Implementation

4.1 Hire one full time position for ongoing maintenance needs (budget availability dependent)	Admin./Public Works	End of Year 1
4.2 Educate City Council and Parks Board on how Parks are funded	Admin./Finance/PW	Year 1
4.3 Rezoning of Nature Park and Meldrum Bar Park parcels to open space	Public Works/Planning	Year 2
4.4 Complete Webster and Cason Pedestrian Improvement	Public Works/Planning	Year 1
4.5 Complete Nature Park Paved loop trail (grant dependent)	Public Works	Year 1-2
4.6 Complete Improvements to Robin Hood Park	Public Works	Year 1
4.7 Research funding opportunities to complete projects in master plan	Admin./Public Works	Year 2
4.8 Meldrum Bar Park Playground Replacement Project	Public Works	Year 1

## TEAM EXPECTATIONS

Together, Council and staff discussed Governance 101 within the Council-Manager form of government. The team shared their expectations of one another to best work in partnership and achieve the outcomes they desire for the year ahead. The following graphic outlines this relationship.



COUNCIL	STAFF
<ul style="list-style-type: none"> <li>• Be informed + ask questions</li> <li>• Time commitment</li> <li>• Make decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear + technical expertise</li> <li>• Neutral advice</li> </ul>
<ul style="list-style-type: none"> <li>• Honor staff's expertise + partner with staff</li> <li>• Confidentiality</li> <li>• Follow communication Act as one</li> </ul>	<ul style="list-style-type: none"> <li>• Information in larger context</li> <li>• High-performing organization -- collaborative team</li> <li>• Partner with Council</li> </ul>

### Team Agreement

For Council success, we agree to....

<p><b>Open Communications</b></p> <p>We will be open and transparent in our communications. In our engagement with each other, staff, partners, and the community, we will listen to understand diverse perspectives.</p>	<p><b>Respect</b></p> <p>We will exercise respectful leadership with our fellow Councilors, staff, and community through civil discourse. We will promote inclusion to make our community feel safe and use inclusive language that is respectful.</p>
<p><b>One Team</b></p> <p>We will act as One Body and support one another for the success of the team in serving the Gladstone community. We commit to praising one another in public and if differences need to be addressed, we will discuss them one-on-one.</p>	<p><b>Meeting Civility</b></p> <p>We will come prepared to our meetings, reviewing packets in advance, and providing questions to staff in advance as needed. We will have broader, exploratory discussions in work sessions to support our decision-making process in Council meetings. We will stay focused on the issues and make decisions. We will be clear and fair, asking questions to inform and ensure transparency to the community.</p>

Gladstone Council and staff concluded a successful day of goal setting and refinement by sharing their expectations for the Team Agreement to be the most efficient and productive team possible as they push their goals forward.



## Goal 3 Communications and Engagement

### Outcomes

- Foster trust within Council and staff
- Build trust with community
- Enhanced engagement with the community
- Increased involvement for all

### Strategies

#### 1. Diversity, Equity, Inclusion Training for elected officials and employees

Project Lead: Administration

Implementation: Year 1

In April 2023, employees participated in mandatory training focused on harassment, discrimination, bias, and ethics. Additionally, Diversity Equity Inclusion training, specific to law enforcement has been completed. The City of Gladstone is also a stakeholder in the Clackamas County Research Justice Study and has met once in 2023.

In 2023, City Administrator Betz researched the following training opportunities for the City Council:

- Parfait Bassalé Consulting
- Clackamas Community College
- Explored using the city of Milwaukie's DEI Officer (he is no longer with the City)

At the July 25, 2023 City Council work session, the City Council held a discussion regarding training options, types, subject matter, implementation, and costs. It was agreed that the Council would engage in self-guided resources.

As a follow-up to the work session City Administrator Betz and City Attorney Jacobs provided the City Council a list of self-guided resources. This is a list of DEI related books that can provide a beginning foundation for their individual work in this area:

- "The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together" by Heather McGhee

- "The Color of Law" by Richard Rothstein
- "How to be an Antiracist" by Ibram X. Kendi
- "The New Jim Crow" by Michelle Alexander
- "White Fragility" by Robin DiAngelo
- "Caste" by Isabel Wilkerson
- "So You Want to Talk About Race" by Ijeoma Oluo
- "In the Shadow of Statutes" by Mitch Landrieu
- "Between the World and Me" by Ta-Nehisi Coates

There are multiple other books in this area (and these mostly deal with race related DEI issues).

The League of Oregon Cities has a video library of resources on DEI found here. <https://www.orcities.org/training-events/training/dei-library>. These are free.

There are videos on the following:

- How Small Communities Are Approaching Equity and Inclusion
- City Accommodations Training: Understanding Disability and our Responsibilities as City Officials
- How to Engage Diverse Leaders in Communities
- Race in Oregon History: An Historical Perspective
- Better Talk About Race
- Race, Equity and Leadership

The National League of Cities also has resources located here <https://www.nlc.org/program/race-equity-and-leadership-real/>

In October, City Administrator Betz had a consultation with the Center for Equity & Inclusion (CEI) in Portland to discuss resources for elected officials on diversity, equity, and inclusion. [Home - Center for Equity and Inclusion \(ceipdx.com\)](http://ceipdx.com)

One option suggested, is to participate in a 2 ½ day workshop called "Reframing Racism" that builds a foundation for understanding diversity, equity, and inclusion. They offer it a few times a year and it is in person. It can be taken with elected officials, as an individual, and it also includes other leaders in a classroom setting.

Information on this workshop is located here [Reframing Racism: Language and Tools for Advancing Equity - Center for Equity and Inclusion \(ceipdx.com\)](http://ceipdx.com).

In 2024 the City will focus on removing barriers from local government to better serve our community, which will include the following:

- Working with the community on determining what cultural events and celebrations we should be focused on and how we can best support them.
- Engage in listening and learning opportunities to understand experiences to better help improve policies and practices to underrepresented and marginalized communities disproportionately.
- We are working with Google Translate to add the widget to the City's website that will include English, Arabic, Korean, Spanish, and Ukrainian.
- We are implementing DEI and multicultural calendars to think about ways the City can begin to recognize important days/events and imbed the dates into the City's calendar and individual calendars.
- Reviewing job descriptions and volunteer applications for any discriminatory impacts and practices to make sure we are being inclusive of all.
- Individuals participating in the City of Wilsonville's Diversity, Equity and Inclusion five-part lecture series spotlighting historically marginalized community voices to help increase understanding of other cultures and historically marginalized communities.
- Existing job descriptions are in review and will be updated to confirm to current operational needs including more inclusive language that removes previously encountered limitations.

In October 2023, Councilor Vanessa Huckaby was appointed to the Leaders for Equity, Diversity, and Inclusion Council (LEDIC). This Council acts as a liaison to the Board of County Commissioners on matters including being a sounding board on the impact of policies and practices to diverse residents, developing leadership from diverse communities to increase participation in County functions, establishing a list of diverse residents for committee vacancies, making available access to information and to help service providers on outreach efforts to diverse residents. Councilor Huckaby will be able to share information and assist the City in achieving its goal of removing barriers and broadening our ability to facilitate conversations in the community around diversity, equity, and inclusion.

## 2. Implement City Council Team Agreement

Project Lead: Council

Implementation: Year 1

Ongoing. The Gladstone City Charter indicates in every odd-numbered year, the City Council adopt rules to govern its meetings. In 2023, the City Council spent ample time reviewing the Gladstone City Council Rules to bring them in conformity with the

Charter and to make additional changes. This work occurred in open sessions at meetings (April 14<sup>th</sup> and August 8<sup>th</sup>) and work sessions (August 25<sup>th</sup> and July 25<sup>th</sup>). The updated Gladstone City Council Rules were adopted at the September 12, 2023 City Council meeting.

### 3. Participate in the Clackamas County Research Justice Study

Project Lead: Admin/Council

Implementation: Year 1-2

Councilor Huckaby and City Administrator participated in a meeting for the Clackamas County Research Justice Study. This project resulted from the Environmental Scan the Coalition of Communities of Color completed in November 2020. They provided an update on outreach, which included a student workshop called “Step Up Clackamas County”. The event centered the experiences of Black, Indigenous, and People of Color (BIPOC) students experiencing in Clackamas County, Oregon. The goal created an accessible and impactful event that allowed attendees to learn from each other and celebrate our communities. The Research Justice team has also been engaging with organizations and systems within Clackamas County. They are going through case studies and are preparing a “Call to Action.”

The final report will include recommendations from the Environmental Scan, focused on six critical areas of concerns and strategy for racial justice which includes representation and leadership, education and training, BIPOC-informed policy, access and services, multilingual and multicultural communications and engagement, and community support and connection. The Clackamas County Research Justice Study is scheduled to be completed in March 2024. The City will participate in a review of the information to determine strategies for Gladstone.

### 4. Police Department Community Academy

Project Lead: Police

Implementation: Year 1

The Gladstone Police Department was prepared to host the first Community Academy, which was scheduled for September 28 through November 16, 2023. Flyers were created, a formal application created, and a background process established. Members of the Gladstone Police Department along with outside agencies, who intended on giving presentations, developed a robust curriculum. Guest speakers included CCOM Dispatchers, District Attorney’s Office, and a Mental Health Clinician from Clackamas County. The academy also included a tour of the police department and ride-a-longs for attendees.

The eight-week academy included the following topics:

- Patrol Procedures

- Criminal Investigations
- Traffic Enforcement
- Community Based Policing
- Code Compliance
- Firearms and Use of Force
- K9 Demonstration

In order to be accepted into the academy, the applicant must be 18 years or older, a Gladstone resident, and pass a background investigation. This process is industry standard and used by all agencies researched who host Community Academy's.

Although we limited our first Community Academy to 10 participants, we only received three applications for the academy. With such few numbers, it was decided to cancel this year's academy and try again next year. Advertisement was done through social media, the newsletter and at the front counter of the police department. As we prepare for the 2024 academy, we will be seeking other avenues to advertise to garner interest.

#### 5. Implement Police Body Worn Cameras

Project Lead: Police John

Implementation: Year 1

As you recall, there has been and continues to be a call for law enforcement across the country amid a series of high-profile police related use of force incidents, demanding an increase of transparency in policing, specifically calling for police officers to wear body cameras. The Gladstone Police Department recognized the importance of Body Worn Cameras and ultimately selected Motorola's system after a 5-month testing process. Important to note that the Motorola system interfaced with GPD's current records keeping system (Mark43) and systems were already in place to share video footage with the District Attorney's Office.

The police department has completed its first full year since the implementation of Body Worn Camera's and we believe this has been a successful project up to this point. We have seen value with accuracy as it relates to reporting, value in identifying officer performance, capturing critical evidence during high profile incidents and overall transparency.

Policies and procedures are in place and officers continue to actively utilize and welcome the technology.

6. Implement Police Department Analytical Internal Tracking System to track various components, including community

Project Lead: Police

Implementation: Year 1

The Gladstone Police Department is moving away from hard copy reporting and moving into a digitalized system that is all-inclusive in meeting the department's needs. The system chosen to accomplish this was Benchmark Analytics. The initial process started on February 23, 2023, and continues to be developed as the police department builds its modules for data collection.

Currently the police department has created the current modules:

- **Training Management System-** *The Training Management System allows training administrators and coordinators to create training elements, track user training completion, and host department policies and other resources.*
- **Use of Force-** *Documents Use of Force incidents including information on officers involved, type of force applied, subject information, and interactions.*
- **Vehicle Pursuits-** *Vehicle Pursuits track pursuit vehicle information, pursued vehicle and passenger information, injuries/damages that were a direct result of the pursuit, and if the incident resulted in Use of Force.*
- **Field Training Officer-** *This module digitizes the FTO program. Allowing for FTO's to complete their daily observation reports in real time. Tracks phase advancements, remedial training, and supervisor weekly/bi-weekly reviews.*
- **Performance Evaluation-** *This manages annual, semi-annual, and remedial performance evaluations for sworn and civilian employees.*
- Modules that are currently being created or not started include:
- **Complaints-** *The department is currently working on this module and should have it completed during the next meeting with Benchmark staff. This module manages complaints, internal affairs intake, Investigation, policy violations, disposition, and associated counseling/discipline.*
- **Community Engagement-** *This module is not developed but will include the tracking of awards, community/agency sponsored event involvement, and citizen incident feedback.*

7. Update Police Department Strategic Plan to include community input

Project Lead: Police

Implementation: Year 1-2

A date for this goal has not been set as recruiting to become fully staffed in the department has been the priority. The intent is to add to our current operational goals of Community Engagement, Traffic Safety, Code Compliance, Internal professional development/Succession, safety and security, and Employee Wellness. By engaging

the community, we will be able to ensure the departments goals are the same or similar to the community goals/expectations and if not, make the appropriate corrections where needed.

Initial thoughts on the process would include community members with police officers in a work group type setting with a moderator. As dates are set, a more formal process will be developed to achieve community outcomes.

#### 8. Community engagement to update the name of the Senior Center

Project Lead: Administration Implementation: Year 1

For the first part of 2023, the Senior Advisory Board engaged the community to rename the Senior Center. Engagement strategies included:

- a) Survey #1 conducted from March 6-March 20, 2023, asked the community for name suggestions for renaming the center. Outreach included a poster board at the center, posts on social media, the Gladstone Newsletter, and an online survey. There were 96 respondents and the largest group of the proposed name change was “The Gladstone Community Center.”

At the March 21, 2023, Senior Center Advisory Board Meeting the Board voted to move forward with 5 possible names for the next phase of community outreach. The five names were:

- The Gladstone Community Center
- The Center of Gladstone
- The Gathering Place
- The Gladstone Enrichment Center
- The Chautauqua Community Center

- b) Survey #2 conducted from March 21- April 6, 2023, asked the community to vote between the top five names. Outreach included a poster board at the center, posts on social media, the Gladstone Newsletter, and an online survey. There were 84 responses with the majority of votes being for “Gladstone Community Center.”

At the April 22, 2023, Senior Center Advisory Board Meeting the Board concurred that while the names were not necessarily their top choices for an official renaming, it was the consensus that an addition to the official name would enhance the overall inclusivity they were trying to convey to the community. Therefore, they recommended that the City Council change the name to “The Gladstone Community Center- The Spirit of Generations.”



The Senior Center Advisory Board held a work session with the City Council in May 2023 to provide a summary of their process and findings. At the September 2023 regular City Council meeting the City Council approved Resolution 1215, which formally renamed the center to “The Gladstone Community Center- The Spirit of Generations.” The Mission and Vision is to enhance the vitality and wellness of a multigenerational community through meaningful connections. The Community Center will provide an enriching space for community connections. The City will continue to encourage and provide space for group activities, meals, recreational classes, share information about health and wellness, as well as other social gatherings that occur within a community.

9. Amend membership and duties of the Senior Center Advisory Board to include diverse multigenerational/youth participation

Project Lead: Administration

Implementation: Year 1

As a follow-up to the change in the name of the center, the Senior Advisory Board held conversations at their regular advisory board meetings on how to approach renaming the Board in August/September 2023. The Board wanted to rename itself to compliment and distinguish the newly named center, as being a community-focused group where age was not the only identity of the Board. They unanimously voted to recommend that the City Council change the name of the Board to the Gladstone Community Center Advisory Board. This better reflects the Mission and Vision of the Center to enhance the vitality and wellness of a multigenerational community through meaningful conversations.

The Board also made recommended changes to Gladstone Municipal Code Chapter 2.10- Boards, Commissions and Committees Generally and Chapter 2.70- Senior Center Advisory Board to reflect the Mission and Vision of the Center. This includes adding the language on multi-generational programs and the ability to create and appoint members to ad-hoc committees with a specific purpose, issue, or event for the Center. The intent is to broaden and diversify membership within our community (i.e., members from educational institutions, businesses and/or community-based nonprofits, schools etc.)

The City Council concurred with these recommendations and at the September 12, 2023, Council meeting approved Ordinance 1525, amending Title 2, Chapter 2.10- Boards, Commissions and Committees Generally and Chapter 2.70-Senior Center Advisory Board of the Gladstone Municipal Code. The Board is officially called the Gladstone Community Center Advisory Board.

10. Develop a master site plan for the Senior Center

Project Lead: Administration

Implementation: Year 1-2

The City did not seek funding for a master site plan for the center in 2023 – yet did some impactful updates in the Center through government grants and Senior Foundation funds. Specifically, the City received funds from the Oregon Department Human Services to modernize the congregate meal needs, improving the kitchen, storage, and dining areas. The funds were used in four ways;

- a) The City reconfigured the counters and the kitchen and dining room space to provide more usable space and a sustainability center which would be comprised of a compost recycling and garbage station. This has encouraged participants to be sustainable.
- b) The City also extended the covered entrance to the existing shed to allow staff and volunteers to stay dry while working as they come back and forth to pick up and deliver food programs to the community.
- c) A third component included purchasing a 12 passenger “adventure van” to improve our transportation services. The transportation needs have increased and this provides for more efficient services.
- d) The interior of the Community Center building was repainted (thanks to the Senior Foundation).

The next funding cycle for applying for Community Development Block Grant Funds through the Clackamas County Department of Housing and Urban Development (HUD) program begins in the fall of 2024, for funding available after July 1, 2025. The City will make a determination at that time on potential funding opportunities to improve accommodations at the Community Center.

11. Provide expanded multigenerational services, programs and activities at the Senior Center

Project Lead: Administration

Implementation: Year 1-2

Timeline: January 2024-December 2024

The City Administrator will evaluate the vacant Community Services Manager position and make a determination on the operational structure of the organization to be able to expand multigenerational services, programs, and activities at the Gladstone Community Center. We will also leverage our partnerships with Gladstone School District and Gladstone Library (with Clackamas County) and the Gladstone

Community Center Advisory Board will explore options to incorporate into the Community School Program.

Some ideas are adventure tram trips, wellness/movement classes, enhanced signature events such as Music on the Greens, and Winter Holiday Market, and other events where we can generate revenue and serve the general public.

We are investing in new marketing materials that represent an all age community center feel/concept; and better signage. This includes visible and appealing public info in the Legacy Garden (i.e., a TAKE ONE info such as handouts to understand who and what the center is and offerings in activities/events).

We will continue to, provide education in our community through the monthly Community Listening/Learning with local special guests, called "Lunch + Learn".

We will continue promoting + expanding access of after hour RENTALS (after p.m. events/class/etc.), to include potential ways to partner. (i.e., family gatherings/celebrations, community Bingo, Club meetings, Events promotions; open mic nights; sip/paint; gatherings, classes)

## 12. Use professional to enhance communications messaging and engagement

Project Lead: Administration

Implementation: Year 1

The City hired Consor to prepare the 2022 City of Gladstone Annual Report and public messaging for the police and fire levies renewal ballot measures in November 2023. Consors efforts for public outreach helped to successfully pass the police and fire levies with overwhelming support.

Staff also participated in a demonstration with GoGov however; it is not feasible to move forward with this service. We will continue to research options. With the addition of Marci Jory as the economic development/tourism coordinator, staff has also been able to enhance its communication presence on social media platforms such as Facebook and Instagram and improve the City's website:

A new economic development segment was developed for the City's website complete with Gladstone's recently designed "Business Resource Guide" and other support materials for Gladstone businesses. The City's website has also been enhanced with a more diverse and inclusive community calendar with the intention of recognizing and celebrating the rich tapestry of culture, people, and history that make Gladstone unique.

"Glad to be Here: Gladstone Business and Tourism" a new social media "page" will spotlight local businesses, community events, and tourism activities.

Ongoing efforts to engage the business community through an email distribution list, business social events and face-to-face interactions. Additionally, print media will be used as an avenue of communication and engagement. Printed copies of the “Gladstone Business Resource Guide” and the “Explore Gladstone” activity guides have been distributed to businesses, during events, and available at City Hall.

### 13. Explore Youth Advisory Council

Project Lead: Administration

Implementation: Year 1

In April 2023, the Happy Valley Youth Council presented an overview of their program to the City Council.

In September 2023, Oregon City Mayor McGriff and Oregon City Commissioner Marl discussed their Youth Advisory Council that was implemented in 2023.

At the November 28, 2023 City Council Work Session, the Council provided staff direction to implement a Youth Council that will coincide with the September 2024 school year.

On November 30, 2023 the City Council discussed the creation of a Youth Council with the Gladstone School Board. There was mutual support for this program and staff will make sure to include school board members in the process.

Representatives from the West Linn Youth Council will present to the City Council at the January 23, 2024 Work Session.

Staff will work with Councilor Luke Roberts, and Councilor Huckaby to meet with the Gladstone High School principal Amy Mikesell, and Board Member Tracey Oberg Grant, Board Member Jeanie Whitten, and Board Member Donna Diggs to discuss the program before bringing a draft ordinance to Council in March 2024.