

2024-2025 Service Agreement

Gladstone Downtown Development Authority and the Parks & Recreation Department

The Gladstone Downtown Development Authority (DDA) proposes to pay the Parks & Recreation Department \$5,000 during the 2024-2025 budget period for the agreed upon services and responsibilities outlined below.

Parks & Recreation Responsibilities

Beautification & Maintenance

- Consistently water and provide general upkeep of all community gardens and green spaces in the DDA parks, boulevards, farmers market area and parking areas.
- Maintain City Hall property by cutting grass and pulling weeds.
- Maintain City parking lots in the downtown district by cutting grass, planting flowers, pulling weeds.
- Plant and maintain flowers in all DDA green spaces
- Pocket Park at the end of Delta Avenue will be mowed, trimmed, and maintained.
- Pull weeds in and around business districts.
- Sweep and maintain streets and sidewalks in front of businesses.
- Trees maintained in the DDA district to include trimming, watering and any other needed maintenance.

DDA Sponsored Events

- Assist with special events to including the Old Fashioned Christmas, Business after Hours, and other events hosted, sponsored, supported, or held by or in the DDA.
- Parks & Recreation staff to assist with activities related to Old Fashioned Christmas which include helping to set up & remove burning barrels, barricades, providing additional trash receptacles, trash removal prior to the event and event prep activities.

Farmers Market Services

- Clean the market square of any debris or waste the week prior to the first farmers market.
- Hang the farmers market sign visible from US 2/41 at the beginning of the season, and return it to the shed at the end of the season.
- Repair market equipment as needed (canopies, wagons, etc.)
- Return borrowed canopies to the market square prior to each Monday and repair/replace any canopies damaged while under Parks & Recreation's use
- Have a minimum of two concierge staff setup and teardown tents/tables/chairs and assist with general setup and breakdown of the farmers market during the market season.
- Working in conjunction with the Electric Department, place Sandwich Board Signage out Monday mornings and remove Tuesday morning.

Miscellaneous

- Staff will work with the DDA during the summer months on special requests that arise within the DDA boundaries.
- Seasonally set up and remove DDA bike racks, benches and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks and Recreation Department.

Trash Collection

- Ensure that trash receptacles along Delta Avenue and other related downtown locations are emptied on a regular basis throughout the entire year.
- General garbage pickup/clean up in the streets around businesses and in the boulevards.