

2026-2027 Service Agreement

City of Gladstone's Downtown Development Authority & Parks & Recreation Department



This agreement is entered into between the **Gladstone Downtown Development Authority (DDA)** and the **Parks & Recreation Department** for the provision of services to enhance and maintain the downtown district. The DDA agrees to pay the Parks & Recreation Department ~~\$10,000~~ **\$15,000** during the **2026- 2027** budget period in exchange for the services outlined in this agreement.

Parks & Recreation Responsibilities

Beautification & Maintenance

- Beautify boulevards, the Farmers Market area, and downtown parking lots.
- Ensure the pocket park at the end of Delta Avenue is regularly mowed, trimmed, and maintained.
- Maintain grass and control weeds on City Hall property, the Farmers Market property, the downtown pocket park, and other downtown properties, ensuring grass length does not exceed six inches.
- Maintain trees within the DDA district, including trimming, watering, and any other necessary care.
- Plant and maintain flowers in all DDA-designated green spaces.
- Pull weeds in and around business districts.
- Purchase materials and supplies for beautification within the downtown district **and charge up to \$5,000 to the DDA.**
- **Remove snow from sidewalks on city-owned properties within the downtown district within 24 hours of snowfall, in accordance with the Code of Ordinances.**
- Water flower baskets a minimum of every other day.

DDA-Sponsored Events

The Parks & Recreation Department will provide support for DDA-sponsored events, including but not limited to:

- Business After Hours
- Downtown Day
- Farmers Market
- Hot Rods & Harleys
- Old-Fashioned Christmas
- Other DDA-hosted, sponsored, or supported events.

Staff assistance will include:

- Set-up and tear-down of required event supplies (canopies, chairs, tables, additional trash receptacles, etc.)
- Providing trash removal prior to, during, and after the events.
- Assisting with other event preparation as needed.

Farmers Market Services

- Clean the market square of debris and waste **each week before the market.** ~~the week before the first market of the season.~~
- Ensure timely trash pickup at the Farmers Market.
- Hang the Farmers Market sign visible from US 2/41 at the beginning of the season and return it to storage at the end.
- Maintain the Farmers Market shed.
- Place and remove sandwich board signs on market days.
- Provide at least two concierge staff for setup **completed by 1:30 PM**, teardown, and general assistance during market days.
- Repair market equipment as needed (canopies, wagons, etc.).
- Return borrowed canopies to the market square each Monday and repair/replace any damaged ones **in accordance with DDA inventory policy.**

Downtown Day Services

- Provide at least two concierge staff for street fair and market setup **completed by 11:00 AM**, teardown, and general assistance during the event.
- Coordinate with Public Works for additional trash receptacles.
- Place and remove sandwich board signs for the event **in coordination with the Downtown Ambassador.**
- Transport old DDA yellow wagons to the event and collect them afterward.

Old-Fashioned Christmas Services

- Perform snow removal and ensure the market square is properly de-iced in preparation for the Old-Fashioned Christmas.
- Clean the market square of debris and waste in preparation for the Old-Fashioned Christmas.
- Transport and set up tables and chairs for the indoor market in coordination with the Downtown Ambassador.
- Place sandwich board signs the morning of the event.
 - Collect sandwich board signs following the event no later than Monday.
- Assist in the placement of burning barrels in coordination with the Downtown Ambassador.

- Assist in transporting and setting up large items as needed on Wednesday before the event such as, but not limited to, letters for Santa drop box, nativity, and other holiday decor.

Trash Collection

- A visual review will be conducted daily to assess the trash needs of the downtown and they should be cleaned out as needed.
 - Perform trash pickup and cleanup in the streets, around businesses, and in boulevards.
 - Coordinate with the Public Works Department to arrangement weekly and as needed emptying of the downtown receptacles.

Miscellaneous Duties

- Assist the DDA with special requests that arise within the DDA boundaries ~~during summer months~~, throughout the year.
- Seasonally set up and remove DDA-owned bike racks, benches, picnic tables, and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks & Recreation Director and Assistant Director.

Agreement Signatures

DDA Board Chair	Date	Parks & Recreation Director	Date
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