

# Downtown Development Authority

City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

## Staff Report

**Agenda Date:** 07/16/2024  
**Department:** DDA  
**Presenter:** Patricia West

### AGENDA ITEM TITLE:

Coordinating DDA Events

### BACKGROUND:

With the resignation of our Old-Fashioned Christmas Coordinator, and difficulty in filling the Farmers Market Coordinator position, I wanted to get the board's feedback on the consideration of combining the two roles into a part-time non-benefitted position to assist with the oversight of DDA sponsored events.

Our current budget has accounted for the line-items below:

- Farmers Market Coordinator: \$2000
- Old-Fashioned Christmas Coordinator: \$2500
- Downtown Day: \$0.00

### FISCAL EFFECT:

**Fiscal Year 24-25:** ~\$1200.00

**Fiscal Year 25-26:** \$5000.00 (An increase of \$500 from what is currently budgeted for)

### SUPPORTING DOCUMENTATION:

Budget estimations based on hours/week throughout the year at a rate of \$20.00/hour.

### RECOMMENDATION:

Determine how to best proceed with the planning of existing events the DDA sponsors. If we choose to keep the positions separate, it is recommended we post the Old Fashioned Christmas Coordinator position ASAP to train with Shelly Claycomb.

