



**Board:** City Commission  
**Agenda** January 12, 2026  
**Date:** \_\_\_\_\_  
**Presenter:** Patricia West

## Staff Report

### Agenda Item Title:

Use of DDA-Owned Equipment & Supplies Policy

### Background:

With the growth of special events in Downtown Gladstone over the past year, staff has observed a corresponding increase in requests to use DDA-owned supplies (such as canopies, tables, and chairs). This inventory was originally funded for and intended to support Farmers Market operations.

To address the rising demand, the DDA has recommend establishing a policy governing the use of these materials for non–Farmers Market purposes. Staff have noted that the volume of requests may exceed the capacity of available staff time and inventory management resources.

The DDA recommended the enclosed policy for City Commission approval at their meeting on 12/16/2025.

### Fiscal Effect:

None.

### Supporting Documentation:

[Draft] Use of DDA-Owned Equipment & Supplies Policy

### Recommendation:

Motion to adopt the Use of DDA-Owned Equipment & Supplies Policy.