



Board: Downtown Development Authority
Agenda December 16, 2025
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.

Administration is seeking the DDA's input on how to address this rising demand. At present, there is no established policy or fee schedule 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.

Fiscal Effect:

None.

Supporting Documentation:

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

Recommendation:

Motion to recommend the adoption of the Use of DDA-Owned Equipment & Supplies Policy to the Gladstone City Commission Policy.