



Board: Downtown Development Authority
Agenda Date: May 15, 2026
Presenter: Patricia West

Staff Report

Agenda Item Title:

2026-2027 DDA and Parks & Recreation Contract

Background:

Each year, the DDA contracts with the Parks & Recreation Department to assist with maintenance, beautification, and general labor needs within the downtown district. The attached agreement was reviewed and approved by the Recreation Advisory Board at its May meeting.

Several updates have been incorporated into this year's contract to better clarify responsibilities, reflect current operational needs, and improve service coordination between departments. Notable changes from previous years include:

- The contract amount increased from \$10,000 to \$15,000.
- An additional \$5,000 has been budgeted separately from the contract for beautification-related expenses, including flowers, materials, and supplies.
- The expectation for downtown sidewalk snow removal was removed from the agreement, as the DDA has separately budgeted to contract these services independently.
- Clarification was added regarding Farmers Market set-up and tear-down responsibilities.
- Separate sections were added to outline the specific labor and operational needs associated with Downtown Day and Old-Fashioned Christmas. While these events were previously referenced in the agreement, responsibilities and expectations were not clearly defined.
- Adjustments were made to acknowledge the Public Works Department's involvement in downtown trash collection services utilizing City equipment.

Fiscal Effect:

\$15,000 (Included in the 2026-2027 Budget)

Supporting Documentation:

[DRAFT] Parks & Recreation Contract

Recommendation:

Motion to approve the annual service agreement between the Gladstone Downtown Development Authority and the Parks & Recreation Department for downtown maintenance, beautification, and event support services, as presented.