

Trustees of Gramercy Park 2016 Service Contract with the GPBA Focus: Developing a Sustainable Infrastructure for Gramercy Park

In 2016, under the service contract with the Trustees of Gramercy Park, one of the areas GPBA is responsible for under the supervision of the Park Trustees is managing Park Operations. This year, the GPBA's focus will be to make Park work sustainable. Toward that end, they will develop a Park Operations Manual to include:

- list of all contractors/vendors - areas of work, description of work, contact info
- calendar (by month) for all Park work including supporting documentation, in the following areas:
 - Horticulture
 - Systems
 - Supplies
 - Equipment
 - Restoration projects
 - Ongoing maintenance and repairs
 - Events
 - Other major projects

Since 2002, under the supervision of the Park Trustees, the Gramercy Park Block Association has set up and managed Park Administrative Services, Public and Community Relations, and Park Operations.

Administrative Services set up and managed by GPBA

Lot Owner and Resident Database

Trustee archives, Lot Owner files and records

Park rules – drafted with Lot Owners, enforcement process by GPBA

Requests for Park use

Lot Owner assessment process

Lot Owner Park key distribution

Personal Park key distribution

Endowing trees and benches

Meeting coordination

Clerical support

Public & Community Relations set up and managed by GPBA

Organized community to fight threats to invalidate Park Trust

Organized community to fight commercial interests threatening Gramercy Park

Lot Owner and Resident email lists

Gramercy Park News e-newsletter

Trustee Website

Media relations – social media and traditional press

Daily communications with Lot Owners – email, phone, letters

Problem-solving and information resource to Lot Owners and Residents
Liaison to NYPD regarding public safety and quality of life
Liaison to City agencies regarding Park concerns
Printed materials regarding Park rules, events, projects, etc.
Park photographic documentation

Park Events: Palm Sunday, Easter, Fall Event, Edwin Booth Birthday, Christmas Tree arrival, Chanukah Menorah Lighting, Christmas Eve Caroling

GPBA work for the Trustees for the Future of Gramercy Park

Secured and set up office including GPBA donated furniture, and supplies
Creating sustainable administrative and financial infrastructure for Park work
Identifying and mentoring the next generation of leadership
Creating archives and a library
Designing a transition plan to ensure a seamless transfer of responsibilities as this work moves forward

Gramercy Park Operations

Set up and managed by GPBA, under the supervision of the Park Trustees

Beginning in 2002, GPBA researched, interviewed, and requested proposals from contractors, and set up Park operations and maintenance processes and systems. Working with the Park Project Manager, the GPBA continues to manage Park work in the following areas:

Park Staff and Operations

Created staff job descriptions
Set up operations
Hold daily staff meetings
Coordinate between full-time staff, part-time and contractors

Park Horticulture – planting, year-round care

Trees
Shrubbery, other plantings
4 Flowerbeds
Lawns
10,000 Bulbs throughout the Park
Wellhead and urns
9/11 Memorial Garden behind fountain
Garden around Booth statue
Garden behind shed
Area around Ruggles fountain
6 Lexington Avenue planters
Christmas Tree installation

Park Systems, Supplies and Equipment

Park video surveillance system
Irrigation system
Electrical system upgrade
Hazard lights at north and south gates
Signage
Exterminator services
New maintenance equipment
Supplies

Park Restoration Projects and Ongoing Maintenance, Repairs

Park fence
Park shed
Park benches
Park artifacts
Flag pole
Calder sculpture installation
Cobblestone thresholds installation
Gravel resurfacing

Under the supervision of the Park Trustees

Major projects set up and managed by GPBA, with funds facilitated by GPBA

Restoration and planting of 41 tree gardens surrounding Gramercy Park

Restoring wrought iron fence and cobblestone, iron box installation, setting up seasonal planting schedule.

Annual Gramercy Park Neighborhood Cleanup and Preservation

Removal of graffiti, painting: Muni-Meters, trash receptacles, fire hydrants, traffic sign poles, yellow parking lines, traffic light control boxes, lampposts, and power washing bluestone sidewalks around Gramercy Park.

Gramercy Park Master Plan

Topographic and utility survey, soil analysis, tree and shrub analysis, hardscape inventory and analysis, review with Park staff, operations and management.

Gramercy Park Trash Receptacles

Purchased, installed and maintenance trash receptacles surrounding Gramercy Park.