



Mayor Vera Plaza and Old Town District: Maintenance Enhancements

PRESENTED TO THE CITY COUNCIL – JANUARY 5, 2025

JEN BASHAM, DIRECTOR OF PARKS AND RECREATION



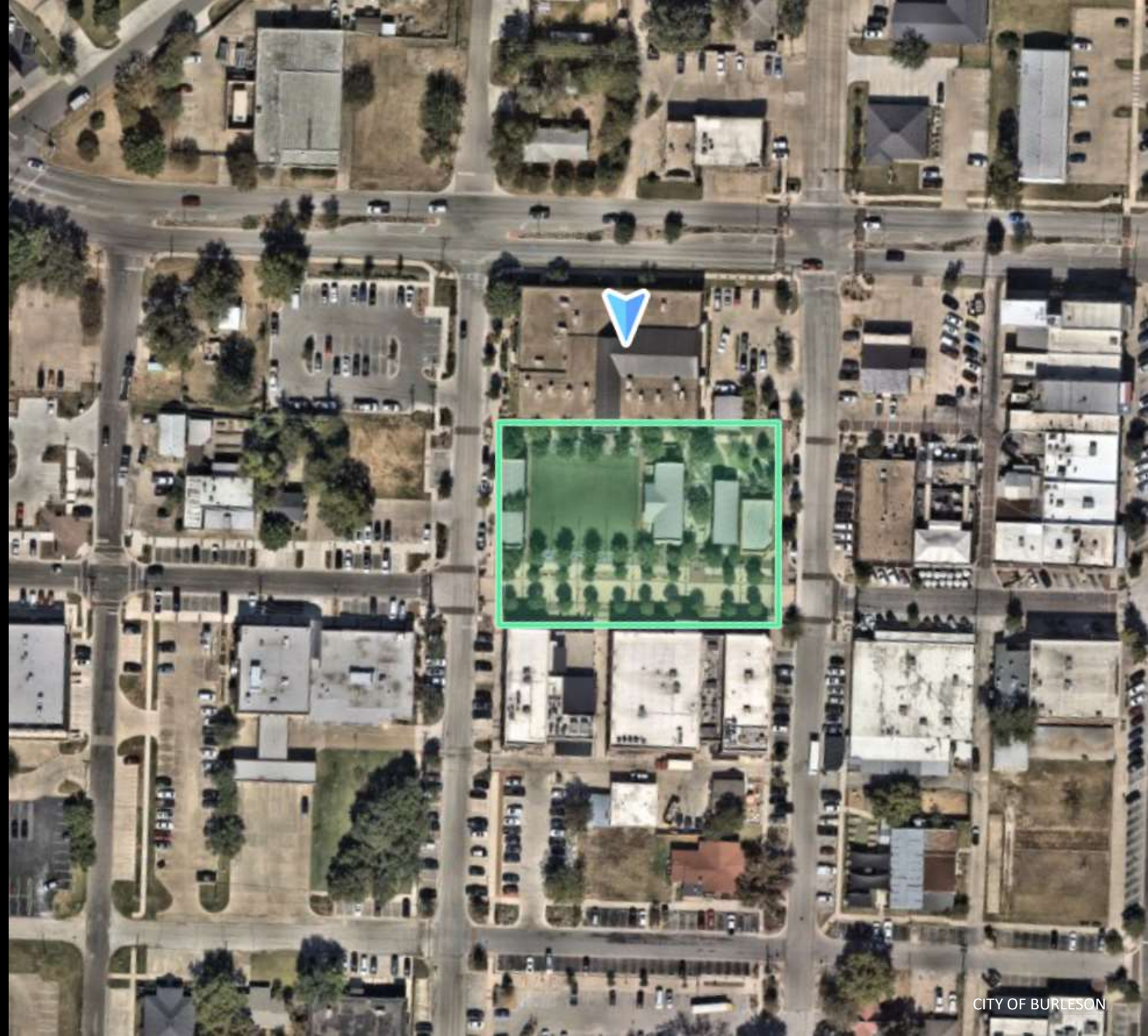
History

- Staff was recently requested to brief this item to the City Council.
- Mayor Vera Calvin Plaza was opened in 2020.
- In 2021, 1 PT employee was onboarded to support maintenance of the plaza
- In 2023, a second PT employee was onboarded to address expanded scope and increased service needs based off of high use of areas

Scope Increase:

- Ellison St, Old Town District

Initial
Maintenance
Footprint
(Map Overview)



Current Maintenance Footprint (Map Overview)



Current Maintenance Goals:

Please Note: These are task estimations and may shift based on specialty needs or pop-up requests. It is also important to note that priority needs can change depending on conditions, events, or unforeseen maintenance issues.

X Daily Plaza Tasks: 4hrs./day

- Debris & litter removal
- Trash collection (Plaza + Restrooms)
- Restroom cleaning & restocking
- Furniture reset; wipe tables/chairs
- Spot-clean spills; blow granite off walkways
- Visual inspection of all amenities
- Landscape lighting quick check

Old Town District Tasks: 2hrs./day

- Empty trash cans
- Litter removal along sidewalks, curbs, and parking areas
- Weekly cleanup of Ellison Street alley
- Spot cleaning & debris pickup as needed

X Monday Deep-Clean Cycle: 6.50 hrs./day

- Remove dead plant material & document replacements
- Full up-light inspection (clean, adjust, tighten)
- Power wash all major walkways
- Synthetic turf brushing & debris extraction
- Expanded restroom cleaning and fixture checks

Specialty Tasks: 1hr./day

- Turf fluffing
- Targeted power washing for spills or high-use event weekends
- Lighting adjustments, troubleshooting minor issues
- Spot landscape corrections (blowing granite, plant resets, minor pruning)

Capacity vs. Demand — Hours Breakdown

Plaza Staff	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
PT 1 – Total Hours	4.50	4.50	4.50	4.50			
PT 2 – Total Hours	4.50				4.50	4.50	4.50
Total Capacity (hrs.)	9.0	4.50	4.50	4.50	4.50	4.50	4.50
Total Demand (hrs.)	13.50	7	7	7	7	7	7
Capacity Gap (hrs.)	4.50	2.5	2.5	2.5	2.5	2.5	2.5

Key Takeaway: Total Capacity Gap = 19.50 hours needed

Incorporates Estimated drive time:
1 hour daily

Operational Impacts:

Deferred tasks
Inconsistent Plaza appearance
Reduced restroom cleanliness
Limited ability to respond to events, spills, and unforeseen needs/issues
No capacity for enhanced maintenance or seasonal deep cleans

Contracted Landscaping Services:

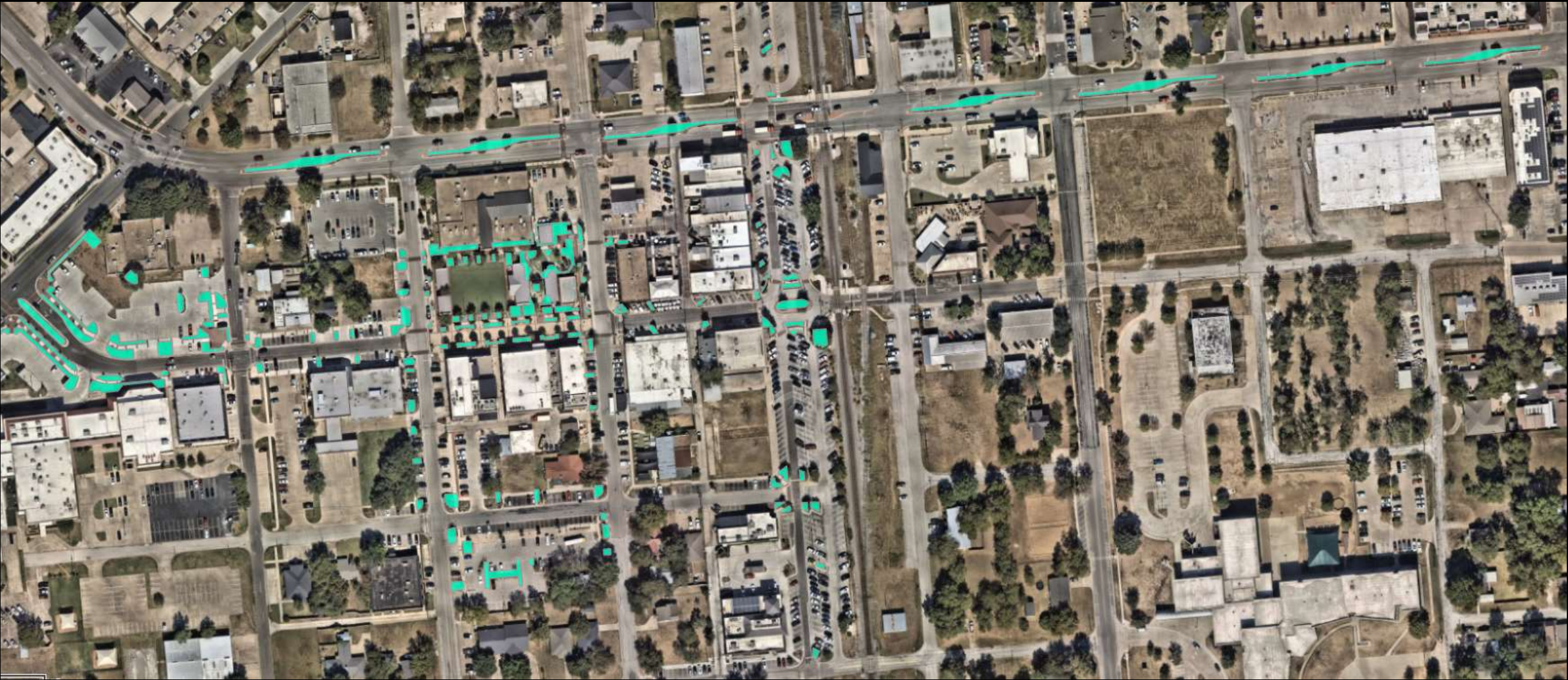
Service Overview:

- Service Frequency: Weekly (Thursdays)
- Total Contracted Area: 1.56 acres
- Service Locations:
 - Plaza and Old Town District
 - Key arterial corridors & intersections
 - Premier-tier landscaped medians and streetscapes
- Primary Services Provided:
 - Weed management (ongoing)
 - Annual re-mulching
 - Shrub & small tree trimming (as needed)
 - Removal of dead plant material
 - Leaf pickup 6 times per year
 - Visual inspection & cleanup of landscape beds

Total Contract Annually: \$89,250



Plaza and Old Town District: Contracted Landscaping



*Green landscape islands are maintained via contract

Enhanced Maintenance Proposal: Staffing Addition Consideration

Daily Improvements (High-Visibility Gains)

- Restroom cleaning twice per day instead of once
- Full Plaza walkthrough & adjustments (not just quick resets)
- Faster response to spills, messes, vandalism, graffiti, and complaints
- Consistent cleaning of tables, chairs, stage rails, handrails
- More reliable landscape lighting checks & fixture maintenance
- Increased ability to reset furniture and maintain Plaza appearance

Seasonal & Deep-Clean Improvements

- Additional walkway & surface deep cleaning
- Additional restroom deep cleaning
- Additional bench sanding, sealing, and re-staining
- Additional tree trimming and general landscape upkeep

Weekly Improvements (Old Town District + Plaza)

- Power washing increased from 1× to 2–3× per week
- Turf brushing (Plaza turf + play spaces) at proper frequency
- Additional litter removal in Old Town, including: N. Main / S. Main Bufford Parking lots & curb lines Ellison St. alley (deep clean + weekly pickup)

Operational Capacity Outcomes:

With added staffing, the Plaza & Old Town District gain:

- Expanded coverage during highest-use hours
- Improved ability to maintain consistent cleanliness and visitor experience
- Reduced backlog of tasks & no need to defer routine maintenance
- Protection of City assets through improved proactive maintenance (turf, lighting, amenities)



Enhanced Service Levels

Fine Detail Maintenance

Certain fine-detail maintenance activities—including expansion joint upkeep, bird-dropping removal, and routine visual inspections of site features such as brick benches, stone caps, and similar structures—were not previously included in the plaza maintenance staffing plan due to an unclear division of responsibility. Staff anticipates that incorporating this level of detailed care will require approximately **25 additional labor hours per month**, which are not reflected in the level-of-service breakdown presented on the previous slide.

Power Washing

In December 2025, the Parks Department added a hot-water power washer equipped with a water tank. Staff recommends implementing a monthly power-washing schedule for Old Town alleys and streets to improve cleanliness, appearance, and long-term surface maintenance. This service is estimated to require approximately **20 additional labor hours per month** and is also not included in the previously presented level-of-service breakdown.

Recommendation

To provide this enhanced and more comprehensive level of service, staff recommends allocating an additional **45 labor hours per month** to support fine-detail maintenance and routine power washing. This adjustment would allow staff to proactively maintain high-visibility areas, address deferred detail work, and preserve the overall quality and longevity of plaza and Old Town infrastructure.

Staffing Options:

Current Staffing:

2 Part-Time Employees – Both team members staffed on Monday

- PT #1: Weekdays – Mon-Thurs (6:15am–11am)
- PT #2: Weekends – Fri-Mon (6:15am–11am)

Total weekly hours: 19 hrs./week (This reflects true available labor — no overlap and no additional coverage outside these hours, with the exception of Mondays.)

Staffing Options:

- **Increase to 3 Part-Time Employee** - Increase of 19 hours a week
 - Estimated annual cost increase: \$16,796 (salary)
- **Increase Weekday PT to FT, and keep one PT on Weekends**
 - Estimated annual cost increase: \$56,186.21 (salary + benefits)



Staffing Recommendation

Upgrade to 1 FT (weekday) + 1 PT (weekend)
Closes 19.5-hr gap of current needs

*In order to meet enhanced requests both PT positions would need to be upgraded or a total of 4 PT positions would be required

Direct Impact:

- Consistent staffing – PT positions have more turnover
- Consistent appearance
- Consistent inspection and maintenance
- Increased restroom cleaning frequency
- Increased responsiveness (events, spills, issues)






Future Budget Considerations:

Operational Maintenance Considerations:

- Added seasonal mulch top-off for Plaza landscape beds (added service within landscape contract)
- Replacement of black rock areas with pavers (safety, maintenance, and aesthetics consideration)
- Landscape lighting fixtures & ground up-lights
- Water Tower Re-Staining
- Re-painting Railing
- Expanded scope as old town expands
- Refurbishment of train play feature

Asset Replacement Considerations:

- Plaza synthetic turf (high wear conditions)
- Plaza play amenity / interactive features (Council request)-comparing to cost of current play structures in plaza
- Plaza Furniture - Tables & chairs (corrosion / metal fatigue)
- Sails over Ellison Street
- Stage rail supports
- Chess set pieces (weathered, missing replacements)



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Street Sweeping



Street Sweeping- Internal Level of Service

Current Level of Service – Street & Alley Sweeping

Under the current level of service, this area is swept up to three times per year, on average. Actual service frequency is dependent on available staffing and equipment uptime. Mechanical downtime can impact the schedule; for example, the street sweeper was out of service for approximately two months last year, resulting in delayed sweeping despite the temporary rental of a replacement unit. A replacement unit has been ordered and is in production to replace the existing sweeper.

Increasing the frequency of service in this area would require a corresponding reduction in sweeping coverage in other areas of the city.

Sweeping in Old Town is necessary in the early morning, prior to 7AM to allow for lots to be swept prior to business opening. This would require city staff to be paid overtime to complete these areas.

Historically, alley sweeping and parking lot sweeping has not been included in the City's routine sweeping program. This includes alleys such as those behind Frescas (Old Texas Brewing) and Station 330.

Service Area Metrics (Current):

118,389.4 linear feet (approximately 22.42 miles)

Alleys are estimated at approximately 1,000 linear feet and are not currently included in the routine service scope



Street Sweeping- Contracted Service

To evaluate options for enhanced service, staff requested informal quotes for contracted street sweeping services providing twice-weekly sweeping that would include alleys and parking lots. Quoted costs range from \$750 to \$2,089 per service event, with estimated annual costs ranging from \$78,000 to \$217,440, depending on service provider and scope.

For planning purposes, estimated costs at reduced service frequencies are as follows:

12 service cycles per year

- Low estimate: **\$9,000**
- High estimate: **\$25,068**

26 service cycles per year

- Low estimate: **\$19,500**
- High estimate: **\$54,334.87**

These options provide a scalable approach to supplement City resources while maintaining flexibility to adjust service levels based on operational capacity and budget availability.

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Waste Management



Consolidated Waste Management

Concerns regarding the number of dumpsters, lack of enclosures, and overall smell

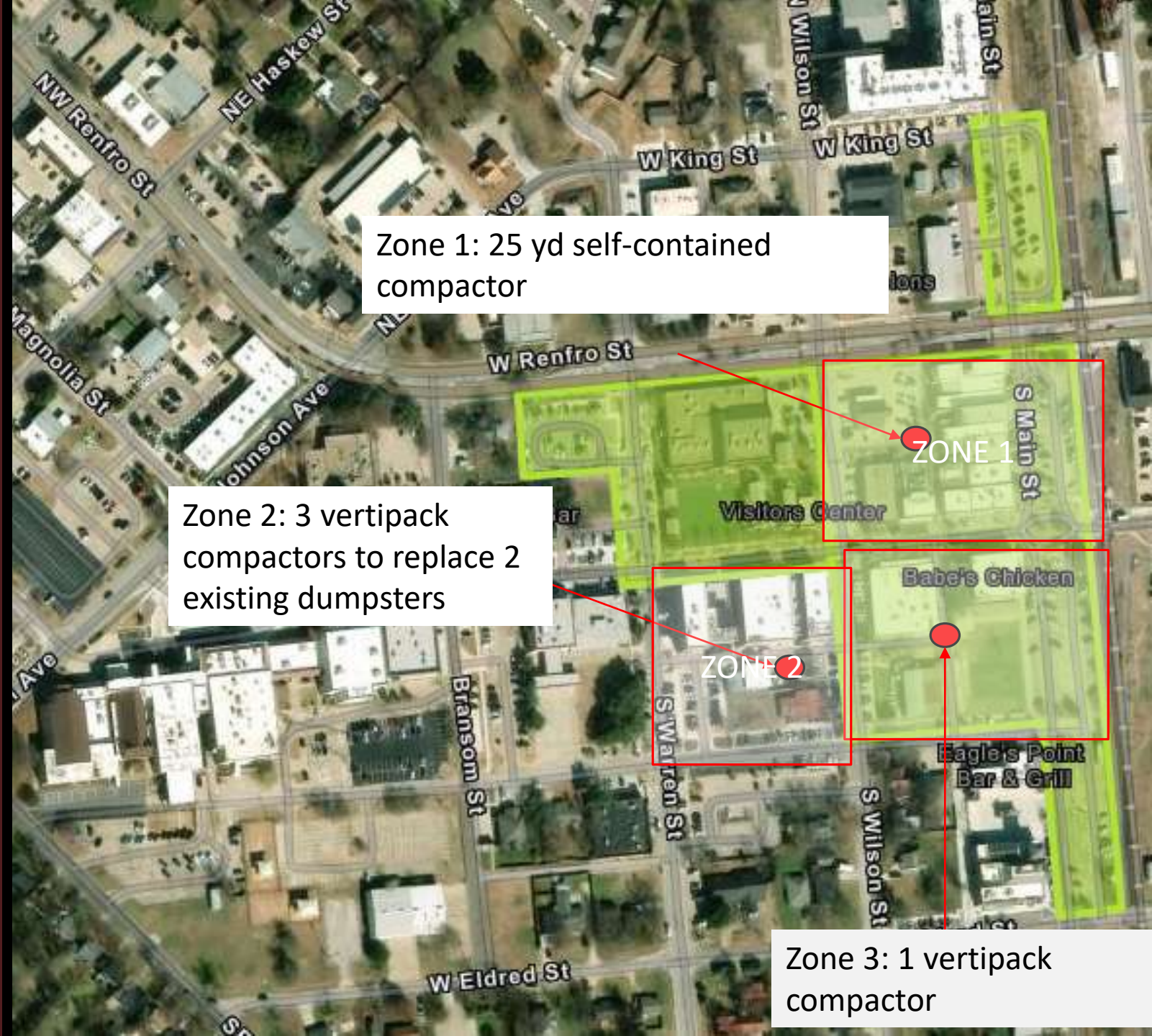
Staff reached out to Waste Management to discuss possible options

Implementation strategy, business participation, and budget impact would all need to be reviewed thoroughly prior to moving forward.

Locations of
Current
dumpsters/areas:
(Map Overview)



Proposed Expanded Dumpster Locations/Areas (Map Overview)



Zone 1: 25 yd self-contained compactor

Zone 2: 3 vertipack compactors to replace 2 existing dumpsters

Zone 3: 1 vertipack compactor

Consolidated Waste Management

Staff has reviewed options to consolidate waste management to 3 locations. The locations would be self-contained units with controlled access. Businesses would be provided with a code for access to the compactors. Waste Connections would also provide business carts to assist in transporting items to the dumpster.

Container	Frequency	Service Charge	Rental (1 time charge per Month)
6YD VP	3X	\$ 1,186	\$ 650
6YD VP	3X	1,186	650
6YD VP	3X	1,186	650
6YD VP	3X	1,186	650
25YD SC	Per Haul	575	700
Service Total		Rental Total	
Per Month		5,319	3,300
Per Year		63,828	39,600
Combined Total			
	Per Month		8,619

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Container	Frequency	Service Charge	Rental (1 time charge per Month)
6YD VP	4X	\$ 1,586	\$ 650
6YD VP	4X	1,586	650
6YD VP	4X	1,586	650
6YD VP	4X	1,586	650
25YD SC	Per Haul	575	700
		Service Total	Rental Total
		Per Month 6,919	3,300
		Per Year 83,028	39,600
Combined Total			
	Per Month 10,219		21
	\$ 123,000		



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Feedback

- Old Town maintenance & staffing level
- Enhanced maintenance levels
- Replacement and Refurbishment
- Street sweeping
- Consolidated waste management



Questions / Comments

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