
City Council Regular Meeting

DEPARTMENT: Parks and Recreation


FROM: Jen Basham, Director of Parks and Recreation

MEETING: January 5, 2026

SUBJECT:

Receive a report, hold a discussion and provide staff direction regarding plaza maintenance.
(Staff Contact: Jen Basham, Director of Parks and Recreation)

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
 <p>High Performing City Organization Providing Exceptional, People Focused Services</p>	1.2 Continue to improve the efficiency and productivity of operations

SUMMARY:

Mayor Vera Calvin Plaza opened in 2020 and quickly became one of the highest-use public spaces in Burleson. To support operations, one part-time maintenance employee was added in 2021 and a second in 2023 as the service area expanded into Ellison Street and the larger Old Town District.

Due to increased visitation, event frequency, and expanded maintenance footprint, current staffing levels are no longer meeting operational demands. A review was completed of internal capacity, contracted services, daily/weekly task loads, waste management needs, and long-term asset maintenance.

Daily & Weekly Demands

Maintenance tasks across the Plaza and Old Town District include:

- Daily restroom cleaning, trash collection, litter removal, amenity resets, lighting checks, and spill response

- Old Town sidewalk/curb litter control and weekly Ellison Street alley cleanup
- Monday deep-cleans: power washing, landscape checks, turf brushing, expanded restroom servicing
- Specialty work such as turf fluffing, targeted power washing, minor landscape corrections, and lighting adjustments

These tasks equate to workload demands that exceed available labor by **19.5 hours per week**, resulting in:

- Deferred or inconsistently completed tasks
- Reduced restroom cleanliness
- Limited ability to respond to spills, vandalism, and event needs
- No bandwidth for seasonal deep cleans or enhanced maintenance

Contracted Landscaping

The Plaza and Old Town receive weekly contracted landscape care totaling **\$89,250 annually**, covering 1.56 acres of landscaped medians, corridors, islands, and beds.

Additional System Pressures

- Street sweeping equipment downtime has created inconsistent service delivery; alleys have historically not been swept.
- Waste management practices require consolidation and improved coordination with Old Town businesses; vendor site walks and pricing reviews are underway.

III. ENHANCEMENTS NEEDED

Staff identified several categories of required improvement:

Daily & High-Visibility Upgrades

- Twice-daily restroom cleaning
- Increased Plaza walkthroughs for spills, resets, and amenity adjustments
- More consistent cleaning of furniture, play features, walkways, and lighting checks

Weekly Upgrades

- Power washing Old Town + Plaza 2–3x per week

- Expanded litter removal across N/S Main, Bufford parking areas, and Ellison alley
- Increased turf maintenance

Seasonal / Deep-Clean Activities

- Additional landscape upkeep, tree trimming, restroom deep cleans, bench refinishing, and walkway pressure washing

IV. STAFFING RECOMMENDATION

Current Staffing

- **2 Part-Time Employees** (weekday + weekend coverage)
- True available labor: **19 hours/week**

Proposed Upgrade

- **1 Full-Time Weekday Employee (40 hrs/week)**
- **1 Part-Time Weekend Employee (19 hrs/week)**

Benefits

- Closes the 19.5-hour weekly capacity gap
- Improves appearance, cleanliness, safety, and visitor experience
- Supports event responsiveness and proactive asset care
- Provides resiliency during high-use hours or equipment downtime

Estimated Annual Cost Increase

\$56,186.21 (salary + benefits)

V. LONG-TERM ASSET & MAINTENANCE CONSIDERATIONS

Future replacements and repairs to plan for include:

- Landscape lighting and up-light fixtures
- Repainting railings and restraining the water tower
- Plaza synthetic turf replacement
- Replacement/upgrade of plaza furniture, stage rail supports, and play amenities

- Potential replacement of black rock areas with pavers for improved safety and reduced maintenance

VI. WASTE MANAGEMENT UPDATE

- Staff is evaluating consolidated waste receptacle locations and new dumpster configurations.
- Initial business feedback is being gathered; Waste Connections has completed an on-site walk and is preparing pricing.
- Implementation timelines and costs will return to Council when finalized.

VII. FINANCIAL CONSIDERATION

A staffing upgrade would increase annual operating costs by **\$56,186.21**. Additional operational or contracted service costs for waste management will be x and enhanced street sweeping will be x.

RECOMMENDATION:

NA

PRIOR ACTION/INPUT (Council, Boards, Citizens):

This item was requested by Council.

REFERENCE:

Insert CSO# if applicable

Insert resolution or ordinance change

FISCAL IMPACT:

Proposed Expenditure/Revenue:

Account Number(s):

Fund:

Account Description:

Procurement Method:

STAFF CONTACT:

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