



Staff Report

Subject: Parks Staff Adjustments

Department/Program: Administration

Explanation:

Around 10 years ago the City created the position of Marketing and Communications Specialist. The position originated in the Parks department as that was the area that had the highest demand for media such as newsletters, brochures, and social media. Eventually, the position took on so much responsibility that it was moved to the Administration department. Our current Marketing and Communications Specialist, Megan, has also taken on the duties of City Clerk since the previous City Clerk left a couple of years ago.

Megan does an excellent job as both City Clerk and Marketing and Communications Specialist. However, due to the increasing workload with communications and social media, we haven't been able to keep up with that portion of her job to the level the Board has asked for. Conversely, the City Clerk duties are important (and statutorily required) so cannot be sacrificed. Given this challenge we've looked at ways to increase our marketing and communications staffing in recent years but have held off doing so due to budget constraints.

Recently, one of the City's janitorial staff left his position. Our janitorial staff consists of four full time and two part time staff, and they clean all of the City's facilities. With this vacancy, we are looking at reconfiguring some staff positions. Specifically, one of the full-time janitorial positions will be eliminated and a full-time Marketing and Communications Coordinator would be added to the Parks department. In order to make up for the loss of the full-time janitorial position, cleaning of the Government Center would be contracted out to a vendor. The remaining in house staff would focus on the Parks facilities and the Police Department.

Before making this change we also want to consider the impact to the budget. In the City's FY2026 budget, the janitor position that has been vacated had a salary of \$43,193. In addition, the City has budgeted for a marketing intern/part time employee for \$15,000. This would no longer be necessary with this plan. On the City's pay plan, the Marketing and Communications Coordinator has a starting salary of \$51,245. Since we are replacing a full time position with a different full time position, we will consider the cost of benefits to be comparable. The other cost would be for the contractor to clean the Government Center, for which the low bid is \$1,575 per month or \$18,900 per year. All in, this represents an increase to the budget of \$11,952 on an annualized basis. Given that we are already through part of the year, assuming an April 1st start date, the impact to the FY2026 budget would be approximately \$8,964. That amount may be offset by additional sponsorships and park program registrations due to increased promotion efforts.

There would be value in having a full-time Marketing and Communications Coordinator focused on the Parks department. This individual could focus more on planning and promoting events and programs, attracting more sponsorships, and engaging more with the public on social media.

Conversely, by freeing up Megan's time to focus more on City-wide marketing and communication efforts, that would allow her to focus on efforts such as: recruiting more businesses to advertise with the City (Ballwin Life Magazine, etc.), creating an email version of Ballwin Life Magazine and growing our newsletter audience in general, and updating the Shop Ballwin First program. Also, with a new City web site budgeted for 2026, much of her time will be spent on planning for the new web site in order to make it more useful and customer friendly.

Lastly, the City did receive three bids for custodial service for the government center. Please see Chris' attached memo for the bid results but we do recommend awarding to the low bidder, US Supreme Cleaning, for \$1,575 per month.

Recommendation:

Staff recommends the Board make a motion to eliminate one full time custodial position, add a full time marketing and communications position, and award the custodial bid for the Government Center to US Supreme Cleaning

Submitted By: Eric Sterman

Date: 2/18/26



MEMORANDUM

TO: Eric Sterman, City Administrator
 CC: Matt Struempf, Recreation Manager
 FROM: Chris Conway, Director of Parks and Recreation
 DATE: February 13, 2026
 SUBJECT: Janitorial Services

I've finished reviewing the three bids for the Government Center cleaning contract. All three companies are proposing Monday - Friday cleaning. While they all hit the basics the pricing and fine print vary.

They are all offering a similar cleaning standard. The City is on the hook for all paper products, soap, and liners for all three vendors. The vendors bring the chemicals and the vacuums, but we buy the consumables.

Company	Pricing per month	Term	Escalation	Termination
US Supreme Cleaning	\$1,575.13	1 year or 3 year	Can increase if cost escalation exceeds 3% annualized.	30 Days. US Supreme hits us with a penalty of 50% of the remaining contract if we just "change our minds" for something other than non-performance.
Corporate Cleaning Group	\$1,650.00	1 year *Auto renews without a 90 day notice.	Subject to 3% or higher annual increase.	90-day notice. Can walk away for any reason If we don't give them that full lead time, they bill us for the full 90 days anyway.
Coverall	\$2,640.00	1 year *Auto renews without a 90 day notice.	Increases 2% each year the contract is extended.	30 days.

Note: Click on Company Name in the table to view each proposal

I recommend US Supreme Cleaning as they are the lowest bid and have a reasonable termination clause. Lastly their lead time is four weeks.