

City of Ballwin

Memo

To: Robert Kuntz, City Administrator

From: Thomas H. Aiken, AICP, Assistant City Administrator / City Planner



Date: 3/20/13

Re: Expansion of the time Clock system for Parks and Recreation

As you can see from Paula's email, the scope of this system has expanded since the program was budgeted last fall. This is mostly due to the expectation by P&R that the new federal regulations that essentially limit part time employees to hours 30 hours per week will greatly increase the number of part time employees. Additionally, the program has been expanded to cover all P&R part timers not just pool employees as had originally been planned.

Since this was the expansion of an existing system, it is not a bid process; it is a sole source situation. The existing system used by Public Works is being expanded. The purchase amount exceeds your authority so the matter requires Aldermanic approval. The cost is \$4,814 over budget. The difference can come from contingency.

