



UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

Meeting Date:
7/1/2025

Item Type:
Consent Agenda

Subject: Consider Additional Funding for Integrated Innovations

Prepared By: Elizabeth Anderson, Purchasing Manager

Background:

Tom Bradford (dba Integrated Innovations) has provided Information Systems and Technology consulting services to the City of University Park for over 25 years. His expertise with the New World ERP application has been critical to the success of the Finance, Utility Billing, and Human Resources departments. The City Manager last executed an agreement with Mr. Bradford in December 2016, which was reviewed at that time by the City Attorney.

A FY25 purchase order in the amount of \$35,000 was issued in October 2024, based on the assumption that Tom's services would be needed approximately one day per week. However, following the retirement of Dale Harwell and the resignation of a second IT employee this spring, Mr. Bradford has been working two days per week to support ongoing projects in Utility Billing, Finance, and Human Resources. The additional expenses have been processed as change orders, per the City's process for expenditures of less than \$50,000.00.

As of June 13, Mr. Bradford's services required payments totaling \$50,130, with additional costs expected through the end of the fiscal year.

This item has two components:

1. **Ratification** – Staff seeks Council ratification of payments exceeding \$50,000 to ensure fair compensation for services already rendered and uninterrupted support for City operations.
2. **Supplemental Funding** – Staff requests an additional \$17,510 to the purchase order to cover continued support for the utility billing accuracy project and upcoming Open Enrollment assistance for Human Resources.

Although the revised purchase order total will exceed \$50,000, Mr. Bradford's consulting services are exempt from competitive bidding under the Texas Government Code. Funding will come from salary savings related to the two vacant IT positions.

Fiscal Impact:

- ☐ Not Applicable
- ☐ Budget Amendment Required
- ☐ Proposed Revenue
- ☐ Proposed Expenditure

Funding Source: FY25 budget (reclass from Salaries to Professional Services)

Master Plan Goal:

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input type="checkbox"/>	Affirming Sense of Place	
<input type="checkbox"/>	Assuring Connectivity	
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input checked="" type="checkbox"/>	Not Applicable	

Recommendation:

Staff recommends that Council 1) ratify the payments exceeding \$50,000 to ensure fair compensation for services already rendered, and 2) approve an additional \$17,510 for this contract for anticipated services in FY25.

Committee Review (*optional*):**Attachments:**