



# Weatherford City Council

## AGENDA REPORT

**Meeting Date:** December 17, 2024

**Staff Contact:** Kaleb Kentner, Director,  
Development and Neighborhood  
Services

**Item Number:** 2024-716-AR

**Phone:** 817-598-4338

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**SUBJECT:** Consider approving payment for completed engine repairs on a Development and Neighborhood Services vehicle that exceeded the \$5,000 authorization threshold under City Policy and Texas Local Government Code.

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### **BACKGROUND/DISCUSSION**

A critical fleet vehicle (2017 Dodge Ram) required immediate repair and was serviced through an emergency procurement process. This agenda item seeks Council approval for payment processing in accordance with Local Government Code and City Purchasing Policy requirements.

The vehicle in question is an essential daily-use fleet vehicle that required immediate diagnosis and repair. The following factors were considered in pursuing a single-source repair solution:

#### **1. Initial Diagnostic Costs**

- Professional diagnostic services required partial disassembly of the vehicle
- Standard diagnostic fee: approximately \$600.00 per inspection

#### **2. Cost Impact of Multiple Bids**

- Obtaining three competitive bids would have required:
  - Multiple diagnostic fees ( $\$600 \times 3 = \$1,800$ )
  - Reassembly fees between inspections
  - Towing fees between service providers
  - Total additional costs estimated at \$2,000-\$3,000 above repair costs

#### **3. Operational Impact**

- Multiple-bid process would have extended vehicle downtime by several weeks
- Extended coordination required between:
  - Multiple service providers
  - City personnel schedules
- Prolonged vehicle unavailability would have caused significant impact on city services

#### **4. Cost-Benefit Analysis**

- Single-source repair provided:
  - Immediate resolution of vehicle issues
  - Elimination of redundant diagnostic fees
  - Prevention of additional towing expenses
  - Minimize operational disruption
  - Overall cost savings to the City

**FINANCIAL IMPACT**

The emergency repair cost is \$11,742.07 to Christian Brothers Automotive. While this represents a single-source procurement, the alternative of seeking multiple bids would have increased total costs by an estimated \$2,000-\$3,000 and significantly extended service disruption.

**SUGGESTED ACTION**

This retroactive approval will allow the City Manager to process payment for repairs made outside standard purchasing procedures. Staff recommends authorizing the emergency repair cost of \$11,742.07 to Christian Brothers Automotive.

This recommendation is based on:

- Critical nature of the vehicle to daily operations
- Cost savings achieved through single-source procurement
- Minimized service disruption to City operations
- Overall fiscal responsibility to taxpayers

**ATTACHMENTS**

- [Christian Brothers Repair Invoice for Unit 161](#)