

# City of Hyattsville

Procurement-Related Charter  
Amendment – April 1, 2024





# Purpose

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## **Update the Charter and Code to Incorporate Procurement Best Practices**

- Place overarching procurement provisions in the Charter and move more specific provisions to the Code. Charter provisions will focus on the respective roles of the Mayor and Council, City Administrator, and Treasurer.
- The updated provisions will require greater transparency of procurement operations and regular reporting to Council.
- The Code provisions will update procurement methods to reflect the options to use electronic submissions and transactions as well as remote meetings and bid openings. They will also adjust dollar thresholds to reflect the impact of inflation over time.

# Charter Amendment



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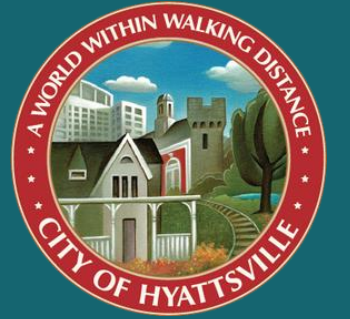
**All purchases and contracts for the City of Hyattsville shall be made in accordance with the City Code.**

**The City Administrator shall sign all City contracts in accordance with the City Code.**

**The City Administrator shall purchase materials, equipment, supplies and services when not in excess of the dollar amount prescribed by the City Council and, in accordance with the City Code, enter into contracts necessary for the operation and maintenance of the City.**

# Approval Steps

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## **Charter Amendment**

April 1, 2024: Public hearing at 6 PM, Council discussion during the 7 PM meeting

April 15, 2024: Scheduled Adoption of the Charter Amendment Resolution

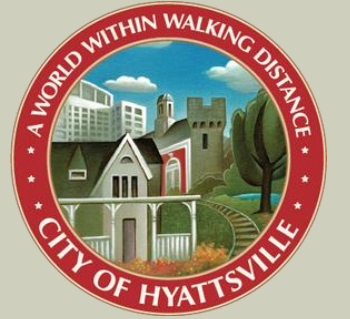
June 4, 2024: Effective Date of the Charter Amendment Resolution

## **City Code Amendments**

Council to consider and adopt City Code amendments during April to be effective by the date of the Charter amendment

# Code Revisions

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As presented to Council on November 6, 2023, the procurement provisions of the City Code are proposed to be updated as follows:

- Updated dollar amounts
- Improved reporting requirements
- Inclusion of modern purchasing processes
- Clarification of purchases that are exempt from competitive bidding

# New Dollar Amounts

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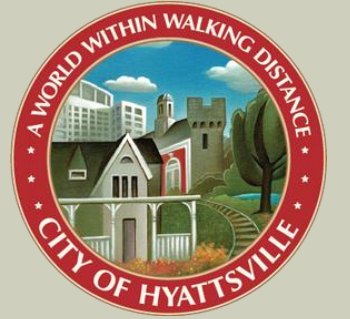


## Proposed New Thresholds for Code:

- **\$50,000 or greater – requires Council approval, up from \$10,000; threshold reflects inflation, focuses on more important purchases and is consistent with the trend of area municipalities**
- **\$30,000 or greater – formal contract required; competitive bidding required**
- **\$3,500 or greater – requires three quotes**

# Reporting Required

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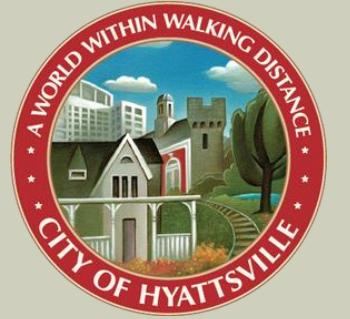


A report to the Council is to be required at least twice every fiscal year concerning:

- All procurements between \$30,000 and \$50,000 in value
- All multi-year contracts with a single-year value of \$10,000 or more or a combined value of \$30,000 or more over the term of the contract
- All emergency procurements of \$10,000 or more in value

# Modern Processes

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**The rise of many forms of electronic purchasing transactions requires new procedures and controls.**

**Modern purchasing operations now also include the availability of online plan sets, bid submissions and remote bid openings.**



# Exempt Purchases



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**Purchases that would be exempt from competitive bidding are listed below; Council approval is still required if threshold levels are reached.**

- **Purchases under \$30,000**
- **Professional services**
- **Emergency procurements (but special reporting requirements)**
- **Sole source procurements**
- **Cooperative purchases and rider contracts**
- **Products or services that are immediately available which would allow the City to take advantage of a special sale or other advantageous opportunity**

# Exempt Procurement

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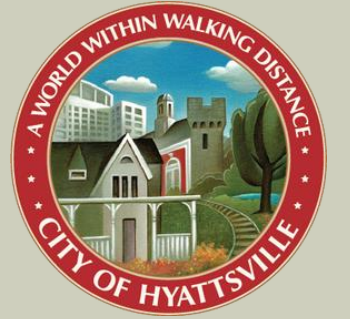


**Other goods or services that are exempt from competitive bidding:**

- **Purchases for water, sewer, electric, postage or other utility services**
- **Sales, rental or purchases of land and rights of way**
- **Employment contracts and employee relocation costs**
- **Temporary labor agreements**
- **Goods purchased from a public auction sale**
- **Acquisition of works of art for public display**
- **Travel, subscriptions, courses, conventions, membership dues**
- **Procurement of instructional or educational services or for social, cultural or recreational programs or events**

# Other Elements

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## **Emphasis on Equity**

Long before a purchase is made, equity is to be considered regarding the type of product or service that is needed, how advertising for the purchase of the good or service should be done, and how the evaluation of proposals or specifications should be handled.

## **Administrative Regulations to be Prepared**

Administrative regulations will have more stringent dollar amounts and procedures than in the Code. They will assist staff by providing step by step processes that look to the intent of the Council Goals and outlining the required assessments needed before a purchase.





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**Thank you!**

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