

TOWN OF VIENNA, VIRGINIA
OFFICE OF THE TOWN MANAGER
**REGULATORY REQUIREMENTS
FOR COUNCIL ACTIONS**

Council Meeting Date:
12/06/2021

**Item: 21-2751 – Request FY22 spending for a Leaf
Machine purchase within VRP**

Department: Public Works

Date Initiated: 11/16/2021

Item Description (check box):

Land Use Case (Rezoning, Modification of Requirements, Subdivision, etc.) ☐

Memorandum of Understanding ☐ Ordinance ☐ Resolution ☐

Procurement (Contract Award, Purchase Agreement, etc.) ☒ - Leaf Machine Purchase

Other Describe:

Requirements	Yes/No	Applicable Code Section(s)	Applicable Date(s), etc.
Notice of Adoption	No		
Council Approval	Yes	Town Code Chapter 1, Section 1.1	
Public Hearing – Town Council	No		
Public Hearing – Planning Commission	No		
Newspaper Legal Ad	No		
Procurement Waiver*	No		
Sign Posted	No		
Written Notice to Property Owner(s) of Subject Site	No		
Written Notice to Property Owners/ Agents/ Occupants of Abutting Properties and those Immediately across the Street from Subject Site	No		
Written Notice to Fairfax County	No		

For Town Manager/*Staff Use