



Legislation Details (With Text)

**File #:** 19-1444      **Version:** 1      **Name:**

**Type:** Action Item      **Status:** Passed

**File created:** 9/16/2019      **In control:** Town Council Meeting

**On agenda:** 9/30/2019      **Final action:** 9/30/2019

**Title:** Adoption of changes to Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Chapter 6 Article 8 red-lined, 2. Regulatory Requirements for Agenda Items- Sm Purch adopt

Date	Ver.	Action By	Action	Result
9/30/2019	1	Town Council Meeting	approved	Pass

**Subject:**  
Adoption of changes to Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures

**EXPLANATION AND SUMMARY :**  
The Finance Department recommends changing the Town Code, Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures to raise the threshold for purchase orders to \$1,000 from \$500 and to raise the threshold for purchases requiring three quotes from \$1,000 to \$2,500.

Council discussed this item at its September 16, 2019 meeting. The Finance Department requests Council to pass a notice of adoption at this meeting.

**Departmental Recommendation :** Recommend adoption of changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures as proposed.

**Finance Recommendation :** Recommend adoption of changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures as proposed.

**Purchasing Recommendation :** N/A

**Town Attorney Recommendation :** Town Council may adopt the proposed amendments to the Town’s small purchase procedures in its discretion.

**Town Manager's Recommendation :** I recommend the Town Council move to adopt changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures, as presented.

Cost and Financing: \$0  
Account Number: N/A  
Decision Needed by This date: September 30, 2019

**PROPOSED/SUGGESTED MOTION**

"I move to adopt changes to the Vienna Town Code Chapter 6, Article 8, Section 6-74.1, Small Purchase Procedures raising thresholds for purchase order and quote requirements as proposed.

And

I further move to direct the Town Clerk to publish a notice of adoption."

Or

Other action deemed necessary by Council.