

INTRODUCED: September 8, 2025

AN ORDINANCE No. 2025-211

As Amended

To amend City Code § 2-1352, concerning general requirements of the open data portal, to prohibit charging fees for requesting information required to be posted in the open data portal pursuant to section 2-1360 and to amend ch. 2, art. VII, div. 4 of the City Code by adding therein a new section 2-1360, concerning required datasets, for the purpose of requiring publication of certain datasets in the open data portal.

Patrons – Ms. Gibson, Ms. Abubaker and Ms. Lynch

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: OCT 14 2025 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 2-1352 of the Code of the City of Richmond (2020) be and is hereby **amended** as follows:

Sec. 2-1352. General requirements.

(a) *Agency compliance.* Each agency shall comply with the requirements of this division and with the regulations and guidelines prepared in accordance with this division.

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

(b) *Treatment of data.* Protected data shall not be construed or published as open data and the agency that is the custodian of sensitive data retains the sole discretion to make that sensitive data open data.

(c) *Future contracts.* The requirements of this division shall be considered by the City when entering into contracts after the effective date of this division.

(d) *Third parties.* Where practicable, third parties who maintain open datasets for or on behalf of the City shall be required to identify the source and version of any such open dataset and provide a description of any modifications to the open dataset to the City agency that is the custodian of the open dataset.

(e) *Required datasets.* The City shall not charge fees to persons requesting public records under the Virginia Freedom of Information Act, Code of Virginia, § 2.2-3700 et seq. if those records are required to be posted in the open data portal pursuant to section 2-1360.

§ 2. That Chapter 2, Article VII, Division 4 of the Code of the City of Richmond (2020) be and is hereby **amended by adding therein a new section** numbered 2-1360 as follows:

Sec. 2-1360. Required datasets.

(a) The following information related to purchase contracts awarded by the City pursuant to Chapter 21 shall be posted to the open data portal established in section 2-1357 or published at an internet accessible location with a link in the open data portal at least once per month:

- (1) The agency or department name;
- (2) The contract number;
- (3) The dollar amount of each contract award;
- (4) The supplier name;

- (5) The procurement type or method;
- (6) A brief description of the contract;
- (7) The purchase category;
- (8) The effective date of the contract;
- (9) The end date of the contract;
- (10) Minority Business Enterprise or Emerging Small Business status;
- (11) For Invitations for Bids, information on unsuccessful bidders including supplier names and bid amounts; and

(12) Request for Proposal or Invitation for Bid number, if applicable.

(b) The following information related to purchase contracts awarded by the City pursuant to Chapter 21 during City fiscal [~~years 2023, 2024 and~~] year 2025 shall be posted to the open data portal established in section 2-1357 no later than [~~90~~] 180 days after adoption of this ordinance:

- (1) The agency or department name;
- (2) The contract number;
- (3) The dollar amount of each contract award;
- (4) The supplier name;
- (5) The procurement type or method;
- (6) A brief description of the contract;
- (7) The purchase category;
- (8) The effective date of the contract;
- (9) The end date of the contract;
- (10) Minority Business Enterprise or Emerging Small Business status;

(b) *Treatment of data.* Protected data shall not be construed or published as open data and the agency that is the custodian of sensitive data retains the sole discretion to make that sensitive data open data.

(c) *Future contracts.* The requirements of this division shall be considered by the City when entering into contracts after the effective date of this division.

(d) *Third parties.* Where practicable, third parties who maintain open datasets for or on behalf of the City shall be required to identify the source and version of any such open dataset and provide a description of any modifications to the open dataset to the City agency that is the custodian of the open dataset.

(e) *Required datasets.* The City shall not charge fees to persons requesting public records under the Virginia Freedom of Information Act, Code of Virginia, § 2.2-3700 et seq. if those records are required to be posted in the open data portal pursuant to section 2-1360.

§ 2. That Chapter 2, Article VII, Division 4 of the Code of the City of Richmond (2020) be and is hereby **amended by adding therein a new section** numbered 2-1360 as follows:

Sec. 2-1360. Required datasets.

(a) The following information related to purchase contracts awarded by the City pursuant to Chapter 21 shall be posted to the open data portal established in section 2-1357 at least once per month:

- (1) The agency or department name;
- (2) The contract number;
- (3) The dollar amount of each contract award;
- (4) The supplier name;
- (5) The procurement type or method;

- (6) A brief description of the contract;
- (7) The purchase category;
- (8) The effective date of the contract;
- (9) The end date of the contract;
- (10) Minority Business Enterprise or Emerging Small Business status;
- (11) For Invitations for Bids, information on unsuccessful bidders including supplier names and bid amounts; and
- (12) Request for Proposal or Invitation for Bid number, if applicable.

(b) The following information related to purchase contracts awarded by the City pursuant to Chapter 21 during City fiscal [~~years 2023, 2024 and~~ year 2025 shall be posted to the open data portal established in section 2-1357 no later than [~~90~~ 180 days after adoption of this ordinance:

- (1) The agency or department name;
- (2) The contract number;
- (3) The dollar amount of each contract award;
- (4) The supplier name;
- (5) The procurement type or method;
- (6) A brief description of the contract;
- (7) The purchase category;
- (8) The effective date of the contract;
- (9) The end date of the contract;
- (10) Minority Business Enterprise or Emerging Small Business status;

(11) For Invitations for Bids, information on unsuccessful bidders including supplier names and bid amounts; and

(12) Request for Proposal or Invitation for Bid number, if applicable.

§ 3. This ordinance shall be in force and effect upon adoption.

DATE: September 8, 2025
TO: The Honorable Members of City Council
THROUGH: RJ Warren, Council Chief of Staff
THROUGH: Will Perkins, Senior Legislative Services Manager
FROM: The Honorable Kenya Gibson, Councilmember 3rd District
RE: To amend City Code § 2-1352, concerning the open data portal, for the purpose of prohibiting the charging of fees for requesting information required to be posted in the open data portal pursuant to section 2-1360 and to amend ch. 2, art. VII, div. 4 of the City Code by adding therein a new section 2-1360 for the purpose of requiring publication of certain datasets in the open data portal.

CNL-2025-0011

PURPOSE: This ordinance requires the publication of certain information related to city contracts to the city's existing open data portal website.

BACKGROUND: The city's open data and transparency program exists to promote access by the public to useable and readable data (Sec. 2-1350, et. seq.) including an open data portal. The current open data portal includes dozens of datasets of public interest including a page on active city contracts that is updated monthly. The current city contracts page, however, does not include all potentially relevant information like the dollar amount of contract awards, information on past contracts, or information on unsuccessful bidders. Patron wishes to expand the amount of data published to the city's open data portal to promote transparency and accountability.

Patron wishes to prohibit the City from charging fees to persons requesting public records under the Virginia Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq) if those records are required to be posted in the open data portal.

COMMUNITY ENGAGEMENT: Residents, civic associations and community organizations care about transparency in City Hall. This ordinance is part of a broader push from Councilmember Gibson to improve trust in our local government.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: A Thriving City Hall

FISCAL IMPACT: Implementing this ordinance should not incur additional expenses above those needed to currently operate the city's open data portal, which includes a webpage dedicated to posting updated city contract data: https://data.richmondgov.com/Well-Managed-Government/City-Contracts/xqn7-jvv2/about_data.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: September 8, 2025

CITY COUNCIL PUBLIC HEARING DATE: September 24, 2025

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Government Operations Standing Committee

AFFECTED AGENCIES: Office of Chief Administrative Officer,

Department of Procurement Services

Department of Information Technology

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: Draft Ordinance

STAFF: Will Perkins, Senior Legislative Services Manager, (804-382-7811)

MOTION

To amend Ordinance No. 2025-211, which amends City Code § 2-1352, concerning general requirements of the open data portal, to prohibit charging fees for requesting information required to be posted in the open data portal pursuant to section 2-1360 and to amend ch. 2, art. VII, div. 4 of the City Code by adding therein a new section 2-1360, concerning required datasets, for the purpose of requiring publication of certain datasets in the open data portal, to modify where and how information related to purchase contracts shall be published.