

INTRODUCED: February 27, 2023

A RESOLUTION No. 2023-R014

To approve an expenditure in the amount of \$4,178.61 from the Council District Funds for the Fifth District to pay BBR Print, Inc., doing business as Bamboo Ink, for the preparation and mailing of constituent outreach flyers sent to Fifth District residents.

Patron – Ms. Lynch

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MARCH 13 2023 AT 6 P.M.

WHEREAS, by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution No. 2019-R017, adopted July 22, 2019, the Council of the City of Richmond adopted City Council Expenditure and Reimbursement Guidelines to govern the use of Council District Funds and Council Operations Funds; and

WHEREAS, section I of such City Council Expenditure and Reimbursement Guidelines requires that all proposed expenditures from Council District Funds over \$5,000 in the aggregate

AYES: 9 NOES: 0 ABSTAIN:

ADOPTED: MAR 13 2023 REJECTED: STRICKEN:

be submitted to the Council for approval via resolution prior to the contractual obligation or expenditure of funds; and

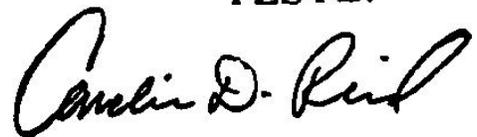
WHEREAS, pursuant to such requirement, the Council Member for the Fifth District has requested that the Council approve the expenditure in the amount of \$4,178.61 from the Council District Funds for the Fifth District to pay BBR Print, Inc., doing business as Bamboo Ink, for the preparation and mailing of constituent outreach flyers sent to Fifth District residents during the fiscal year commencing July 1, 2022, and ending June 30, 2023;

NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

That, pursuant to section I of the provisions of the City Council Expenditure and Reimbursement Guidelines adopted by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution No. 2019-R017, adopted July 22, 2019, the Council hereby approves an expenditure in the amount of \$4,178.61 from the Council District Funds for the Fifth District to pay BBR Print, Inc., doing business as Bamboo Ink, for the preparation and mailing of constituent outreach flyers sent to Fifth District residents during the fiscal year commencing July 1, 2022, and ending June 30, 2023.

**A TRUE COPY:
TESTE:**



City Clerk



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Haskell Brown, City Attorney

THROUGH Latesha Holmes, Council Chief of Staff 

FROM Debora Shaw, Council Management Analyst

COPY Stephanie Lynch, 5th District Council Member
 Tabrica Rentz, Deputy City Attorney
 Amy Robins, 5th District Council Liaison
 Barbara Fore, Paralegal
 Desiny Lowery, Legal Secretary

DATE February 13, 2023

PAGE/s 1 of 2

TITLE FY23 Amended Anticipated 5th District Expenses

This is a request for the drafting of an **Ordinance** **Resolution**

REQUESTING COUNCILMEMBER/PATRON

Councilor Stephanie Lynch

SUGGESTED STANDING COMMITTEE

Finance & Economic Development

ORDINANCE/RESOLUTION SUMMARY

The purpose of this amendment is to comply with requirements of Council’s Resolution No. 2018-R066 governing the use of Council District Funds for the purpose of raising the threshold of Council District expenses from \$1,000 to \$5,000, above which a Resolution is required. The Fifth District is seeking authorization to spend \$4,178.61 for Bamboo Ink (BBR Print, Inc.) for FY23.

BACKGROUND

Resolution No. 2018-R066 City Council Expenditure and Reimbursement Guidelines, Section 2(c) specifically states, “Any person or entity to whom cumulative payments from Council District funds during the course of the fiscal year exceed \$5,000 shall be submitted to the City Council for approval via Resolution.” The purpose of this proposal is to allow clear authority to make such expenditure to allow for a \$4,178.61 payment to Bamboo Ink (BBR Print, Inc.) for FY23.



Richmond City Council

The Voice of the People

Richmond, Virginia

Fiscal Year 2023 Funding Request Form

Submitted by Councilmember/Liaison to the Richmond City Council Office of the Council Chief of Staff

Cost/Amount \$4,178.61

Vendor Invoice Number 114322 (REQUIRED: PLEASE USE INVOICE NUMBER PROVIDED BY VENDOR.)

Vendor Name BBR Print, Inc.

Contact/Tel Brooke Rhodes, 804-230-4515

City/State/Zip P.O. Box 398, Richmond, VA 23218

Please provide a detailed brief justification for the payment (including: names, dates, location, etc.)

5th District Mailed Flyer - PO#

Councilmember/Liaison (authorized to sign on behalf of Councilmember)

Stephanie A. Lynch Amy E. Robins		2/9/23
Name/Printed	Signature	Date

Council Chief of Staff (As needed.)

Name/Printed	Signature	Date

Below for Official Richmond City Council Office of the Council Chief of Staff Administrative use only:

RX # _____ Date Received _____
 PO # _____ Date to Finance _____
 RC # _____ Date to City Attorney _____