

INTRODUCED: December 12, 2022

Expedited Consideration

A RESOLUTION No. 2022-R076

To approve an expenditure in the amount of \$2,958.82 from the Council District Funds for the First District to pay BBR Print Inc., doing business as Bamboo Ink, for the printing and mailing of constituent outreach post cards sent to First District residents during the summer of 2022.

Patron – Mr. Addison

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 12 2022 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: DEC 12 2022 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 First District has requested that the Council approve the expenditure in the amount of \$2,958.82 from the Council District Funds for the First District to pay BBR Print, Inc., doing business as Bamboo Ink, for the printing and mailing of constituent outreach post cards sent during the summer of 2022 to First District residents;

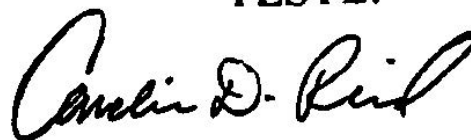
NOW, THEREFORE,

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 \$2,958.82 from the Council District Funds for the First District to pay BBR Print, Inc., doing business as Bamboo Ink, for the printing and mailing of constituent outreach post cards sent during the summer of 2022 to First District residents.

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Carolin D. Reil". The signature is fluid and cursive, written over a white background.

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 Joyce Davis, Interim Council Chief of Staff

FROM Debora Shaw, Council Management Analyst

COPY Andreas Addison, 1st District Council Member
Tabrica Rentz, Deputy City Attorney
Whitney Brown, 1st District Council Liaison
Barbara Fore, Paralegal
Desiny Lowery, Legal Secretary

DATE December 2, 2022

PAGE/s 1 of 2

TITLE FY23 Amended Anticipated 1st District Expenses

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

REQUESTING COUNCILMEMBER/PATRON

Councilor Andreas Addison

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 First District is seeking authorization to spend \$2,598.32 for Bamboo Ink for constituent mailings in 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 \$2,598.32 payment to Bamboo Ink in FY23.

FISCAL IMPACT STATEMENT

Fiscal Impact Yes ☐ No ☒

Budget Amendment Required Yes ☒ No ☐

Estimated Cost or Revenue Impact \$ N/A

Attachment/s Yes ☒ No ☐



Pending Council Adoption

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 Council Chief of Staff

Cost/Amount \$ 2958.82

Vendor Invoice Number 113350 (REQUIRED: PLEASE USE INVOICE NUMBER PROVIDED BY VENDOR.)

Vendor Name Bamboo Ink

Contact/Tel Broke Rhodes, 804-230-4515

City/State/Zip Richmond, VA 23218

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

This funding request is to complete the remaining mailings for
constituent outreach in the first district.

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

<u>Whitney Brown</u>	<u>Whitney Brown</u>	<u>07/12/2022</u>
Name/Printed	Signature	Date

Council Chief of Staff (As needed.)

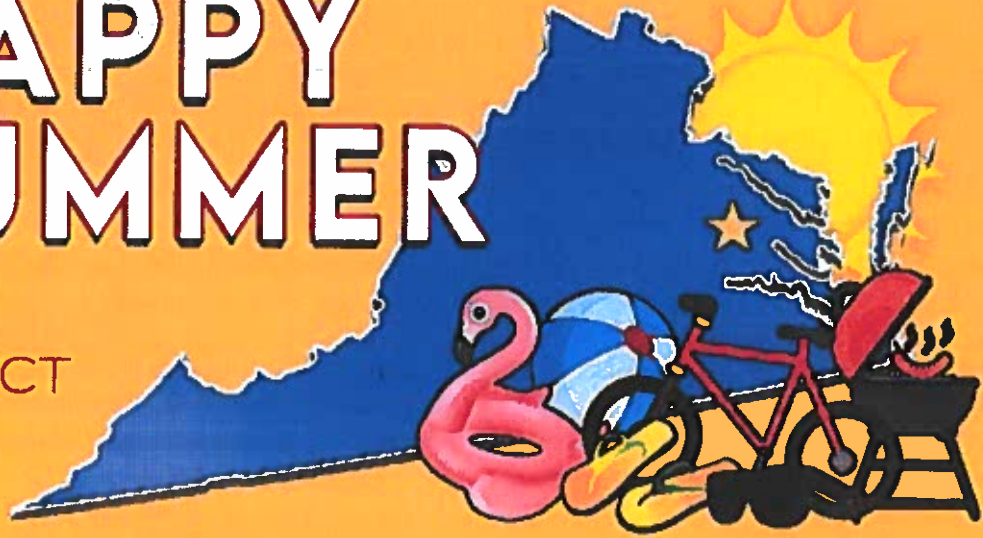
Name/Printed	Signature	Date

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

RX #	<u>230000932</u>	Date Received	<u>7/19/2022</u>
PO #	<u>23000000872</u>	Date to Finance	<u>7/26/2022</u>
RC #	<u>449824</u>	Date to City Attorney	

HAPPY SUMMER

★
FIRST
DISTRICT
RVA



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P.O. BOX 398
RICHMOND, VA 23218
PHONE 804-230-4515 } FAX 804-230-1244
INFO@BAMBOOINK.COM
(FORMERLY JAMES RIVER PRESS)

Whitney Brown
City of Richmond, Dept of Finance Accts Payable
PO Box 27545
Richmond VA 23261

PO#23000000872

Invoice	
No: 113350	Date: 07/26/22

SHIP TO:

we mail
?? to client

OurTruck 7/13/2022

Acct.No	Ordered by	Phone	P.O. No	Prepared by	Sales Rep	Ship By
2833	Whitney Brown			Brooke	House	OurTruck
Quantity	Description				Unit Price	Price
	#2 mailing First District Resident Mailer (Andreas Addison)					
4,630	Constituent Mailer				273.22/M	1,265.00
1	Mail Shop				475000.00/M	475.00
4,630	postage				263.24/M	1,218.82
Thank you for your business. Be safe!					Subtotal	2,958.82
					Shipping	0.00
					Postage	0.00
					Tax	0.00
					TOTAL	2,958.82
					Paid	0.00
					BALANCE	2,958.82
Received by _____ Date _____					Terms	Net 30

Pay from this invoice

BBR Print, Inc. · d/b/a Bamboo Ink P.O. Box 398 · Richmond VA 23218 · (804) 230-4515

(print# 1)