

INTRODUCED: December 12, 2022

Expedited Consideration

A RESOLUTION No. 2022-R077

To approve an expenditure in the amount of \$3,623.92 from the Council District Funds for the Second District to pay BBR Print Inc., doing business as Bamboo Ink, for the printing and mailing of constituent mailers to Second District residents.

\_\_\_\_\_  
Patron – Ms. Jordan

\_\_\_\_\_  
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

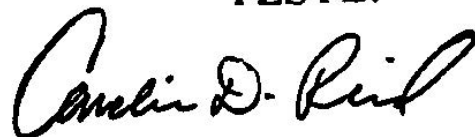
WHEREAS, pursuant to such requirement, the Council Member for the Second District has requested that the Council approve the expenditure in the amount of \$3,623.92 from the Council District Funds for the Second District to pay BBR Print, Inc., doing business as Bamboo Ink, for the printing and mailing of constituent mailers to Second District residents in December, 2022;

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 \$3,623.92 from the Council District Funds for the Second District to pay BBR Print, Inc., doing business as Bamboo Ink, for the printing and mailing of constituent mailers to Second District residents.

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Camille D. Reed".

**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** Katherine Jordan, 2<sup>nd</sup> District Council Member  
Tabrica Rentz, Acting Deputy City Attorney  
Sven Philipsen, 2<sup>nd</sup> District Council Liaison  
Barbara Fore, Paralegal  
Destiny Lowery, Legal Secretary

**DATE** December 2, 2022

**PAGE/s** 1 of 2

**TITLE** FY22 Amended Anticipated 2nd District Expenses

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

#### REQUESTING COUNCILMEMBER/PATRON

Councilor Katherine Jordan

#### 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 Second District is seeking authorization to spend \$3,623.92 for Bamboo Ink 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 \$3,623.92 payment to Bamboo Ink FY23.

The introduction date is December 12, 2022.

#### FISCAL IMPACT STATEMENT

Fiscal Impact Yes ☐ No ☒

Budget Amendment Required Yes ☒ No ☐

Estimated Cost or Revenue Impact \$ N/A

Attachment/s Yes ☒ No ☐



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Fiscal Year 2022 Funding Request Form

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

Cost/Amount \$3,623.92

Vendor Invoice Number **No: 113298** (REQUIRED: PLEASE USE INVOICE NUMBER PROVIDED BY VENDOR.)


Vendor Name Bamboo Ink

Contact/Tel **BROOKE RHODES**, [Brooke@BambooInk.com](mailto:Brooke@BambooInk.com) OFFICE: 804-230-4515 CELL: 804-986-0339

City/State/Zip Richmond, VA 23219

Please provide a detailed brief justification for the payment (including: names, dates, location, etc.)  
This is a funding request for payment to a mail vendor for a district constituent mailer.

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

Katherine Jordan		12/02/22
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	_____