

INTRODUCED: June 13, 2022

AN ORDINANCE No. 2022-170

To amend Ord. No. 2021-040, adopted May 24, 2021, which adopted the Fiscal Year 2021-2022 General Fund Budget and made appropriations pursuant thereto, by accepting \$85,628.00 from the Virginia Department of Elections, and to appropriate these funds to the Fiscal Year 2021-2022 General Fund Budget by increasing estimated revenues and the amount appropriated to the Office of the General Registrar for the City of Richmond by \$85,628.00 for the reimbursement of expenditures associated with early voting expansion and Sunday voting during Fiscal Year 2021-2022.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JUN 27 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$85,628.00 from the Virginia Department of Elections for the reimbursement of expenditures associated with early voting expansion and Sunday voting during the fiscal year commencing July 1, 2021, and ending June 30, 2022.

§ 2. That Ordinance No. 2021-040, adopted May 24, 2021, which adopted the General Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, and made

AYES:            8            NOES:            0            ABSTAIN: \_\_\_\_\_

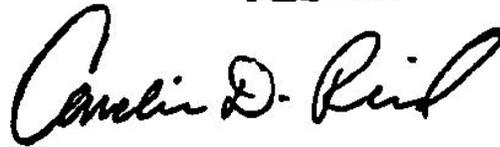
ADOPTED:    JUN 27 2022    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

appropriations thereto, is hereby amended by increasing estimated revenues from the funds accepted pursuant to section 1 of this ordinance and the amount appropriated by \$85,628.00 and appropriating funds in the total amount of \$85,628.00 to the Office of the General Registrar for the City of Richmond by \$85,628.00 for the reimbursement of expenditures associated with early voting expansion and Sunday voting during the fiscal year commencing July 1, 2021, and ending June 30, 2022.

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

**A TRUE COPY:**

**TESTE:**

A handwritten signature in black ink, appearing to read "Amelia D. Reil". The signature is written in a cursive, flowing style.

**City Clerk**



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**O&R REQUEST**

**DATE:** April 19, 2022 **EDITION:**

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor *Levar M. Stoney*

**THROUGH:** J.E. Lincoln Saunders, Chief Administrative Officer *Lincoln Saunders*

**THROUGH:** Sabrina Joy-Hogg, Deputy Chief Administrative Officer *Sabrina Joy-Hogg*

**THROUGH:** Sheila D. White, Director of Finance *Sheila White*

**THROUGH:** Jason P. May, Director of Budget & Strategic Planning *Jason May*

**FROM:** Keith Balmer, Registrar *Keith Balmer*

**RE:** Budget Amendment Reimbursement for General Registrar

**PURPOSE:** To accept and appropriate \$85,628 from the Virginia Department of Elections for the reimbursement of expenditures associated with early voting and Sunday voting. The amendment is to accept and increase general fund revenue and appropriate the funds to the Office of the General Registrar.

**REASON:** This amendment seeks to receive a reimbursement of \$85,628 from the Virginia Department of Elections for Early Vote/Sunday Vote related to expenditures incurred by the General Registrar's office for hours worked, Sunday open, and equipment and/or services purchased to make equipment operational.

**RECOMMENDATION:** The City Administration recommends adoption of this ordinance.

**BACKGROUND:** \$85,628 will be reimbursement for expenditures associated with early voting expansion and Sunday voting. See attached award communication from Virginia Department of Elections and original application from General Registrar.

**SOURCE:** (must select all that apply)

New/increased revenue

O&R Request

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Existing general fund

Fund Balance/Reserve/Contingency Other Funding Source

**FISCAL IMPACT/COST (current FY): FY22**

- **If Adopted:** This reimbursement offsets expenditures incurred by the General Registrar's Office during FY22.
- **If Not Adopted:** Loss of reimbursement/funding from the State.
- **FISCAL IMPLICATIONS:** This is a one-time reimbursement.

**BUDGET AMENDMENT NECESSARY:** Yes.

**REVENUE TO CITY:** Yes

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** May 9, 2022

**CITY COUNCIL PUBLIC HEARING DATE:** May 23, 2022

**REQUESTED AGENDA:** Consent.

**RECOMMENDED COUNCIL COMMITTEE:** N A

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N A

**AFFECTED AGENCIES:** General Registrar

**RELATIONSHIP TO EXISTING ORD. OR RES.:** 2021-040

**REQUIRED CHANGES TO WORK PROGRAM(S):** N A

**ATTACHMENTS:** Yes

**STAFF:** Pearl Anderson, Management Analyst, Principal



★ VIRGINIA ★  
DEPARTMENT of ELECTIONS

Official ELECT Communication

Early Vote Expansion and  
Sunday Vote Reimbursement

February 9, 2022

Dear General Registrar,

Your locality was awarded an Early Vote/Sunday Vote award. We need you to provide a brief description of how the funds were used and request for reimbursement. As part of the description list hours worked, Sunday open, and any equipment and/or services purchased to make equipment operational. Remember this should be related to what was approved in your application

Locality: City of Richmond, Va

Reimbursement Requested Amount: \$85,628.00

Brief Description of reimbursement requested: The Project Title is Sunday Voting. The City of Richmond pioneered this project for the first time to the citizens of Richmond, Va. Sunday Oct. 23 & Sunday, Oct 30

Please Provide All Signatures (electronic or physical)	
<b>Chief Administrative Officer</b> (City Manager, County Administrator or authorized designee)	
<input type="checkbox"/> I certify that the amount expended was used for allowable expenses as approved by grant application. We also agree to maintain all records as required.	
Name _____	Email _____
Work Title _____	Phone _____
<b>General Registrar (Primary Contact)</b>	
<input checked="" type="checkbox"/> I certify that the amount requested for reimbursement was used for allowable expenses as awarded by grant application. We also agree to maintain all records as required.	
Name <u>Keith Balmer</u>	Email <u>Keith.Balmer@va.gov</u>
Work Title <u>General Registrar</u>	Phone <u>(804) 646-6486</u>

Please provide the requested information by February 25, 2022. Return the sheet via the below email address and in the subject line list your locality with Early Voting Reimbursement i.e. Petersburg Early Voting Reimbursement. Please do not send supporting documentation with



\* VIRGINIA \*  
DEPARTMENT of ELECTIONS

**Early Vote Expansion and Sunday Vote Grant**

Instructions: Before filing out this form make sure that you have reviewed and understand §2 CFR 200. Please complete this form to apply for the Early Vote Expansion and Sunday Vote Grant. Once completed, you must submit the application to Kevin A Hill at [Kevin.Hill@elections.virginia.gov](mailto:Kevin.Hill@elections.virginia.gov). Please use "##### - Expansion of Early Voting Application" in the subject line, where "#####" is the name of your locality (e.g., Petersburg - Expansion of Early Voting Application).

For grant questions or technical assistance, please contact ELECT fiscal office at [Kevin.Hill@elections.virginia.gov](mailto:Kevin.Hill@elections.virginia.gov) or 804-864-8950.

Sub-recipient Information		Expansion of Early Voting Application	
General Register	Keith Balmer		
Chief Fiscal Officer	Jerry Richardson		
Locality	City of Richmond		
Remittance Address for Funds	2134 W. Laburnum Ave. Richmond, Va. 23227		
Phone Work	804-646-5954	Phone Mobile	804-332-1507
Email	jerry.richardson@rva.gov		

Project Information	
Project Title - Expand Early Voting	Three satellite locations open during election
Description - Please provide a summary of your project in 100 words or less.	The city of Richmond has early voting located in 3 different areas of the city. The satellite locations are Laburnum ave, for Westend & North side citizens, Hickory Hill, for South side citizens, and City Hall for East end citizens.

Project Title - Sunday Voting	
Description - Please provide a summary of your project in 100 words or less.	The city of Richmond General Registrar office will be offering Sunday voting for the first time to our citizens. Sunday, October 23rd and Sunday, October 30th.

**Budget**  
In the following section, provide proposed costs and grant amount requests by categories

	Early Voting Expansion	Sunday Voting
Personnel	\$ 250,000.00	17654.00
Contractors	Janitor/Security \$ 44,550.00	\$ 30,600.00
Equipment	\$ 3,522.00	\$ 1,174.00
Training	\$ 2,500.00	<del>\$ 2,500.00</del> <i>Not in Grant</i>
Other**	Early Voting, transportation for voters, printing letters, signs, etc. \$ 104,000.00	\$ 36,000

\*\*Provide a detailed list of items included in this category. *Sanitizing 5000 elect Ballots*

- Certifications:**
- Certification 1:** Applicant understands that no project can be started until review and approval is received from ELECT. Any change to the approved project will require re-evaluation for compliance. Any activities that have been initiated without the necessary review and approval will result in a non-compliance finding and will not be eligible for reimbursement.
  - Certification 2:** Applicant understands that submission of this project proposal does not guarantee funding, in whole or part, for the project outlined above.
  - Certification 3:** Applicant has read and agrees to comply with federal grant guidance for this program, which includes the federal grant code regulations (§2 CFR-200) Uniform Guide.
  - Certification 4:** Applicant understands that all records are to be made available to ELECT for reimbursement and are to be submitted by requested date. Any requests that are not honored will result in a non-compliance finding and will not be eligible for reimbursement.

Prepared by: *Jerry B. Richardson* Date: September 9, 2021  
*Deputy Director*



• VIRGINIA •  
DEPARTMENT OF ELECTIONS

Early Vote Expansion and Sunday Vote Grant

Instructions: Before filling out this form make sure that you have reviewed and understand §2 CFR 200. Please complete this form to apply for the Early Vote Expansion and Sunday Vote Grant. Once completed, you must submit the application to Kevin Hill at [Kevin.Hill@elections.virginia.gov](mailto:Kevin.Hill@elections.virginia.gov). Please use "##### - Expansion of Early Voting Application" in the subject line, where "#####" is the name of your locality (e.g., Petersburg - Expansion of Early Voting Application).

For grant questions or technical assistance, please contact ELECT fiscal office at [Kevin.Hill@elections.virginia.gov](mailto:Kevin.Hill@elections.virginia.gov) or 804-864-8950.

Sub-recipient Information **Expansion of Early Voting Application**

General Register	Keith Palmer
Chief Fiscal Officer	Jerry Richardson
Locality #/17	City of Richmond Va.
Remittance Address for Funds	2134 West Laburnum Ave. Richmond Va. 23227-4342
Phone Work	804-646-5454 Phone Mobile 804-332-1507
Email	Jerry.Richardson@Richmond.gov.com

Project Information

Project Title - Expand Early Voting **Three Locations total very convenient!**

Description - Please provide a summary of your project in 100 words or less. **The City of Richmond has early voting located in three different areas of the city. We have our Laburnum Ave. location for our west end and north side voters, our Hickory Hill location for our south side voters and City Hall for East voters.**

Project Title - Sunday Voting **Location for our south side voters and City Hall for East voters**

Description - Please provide a summary of your project in 100 words or less. **The City of Richmond Va. General Registrar will be providing Sunday voting for the first time to our registered voters at the Registrar's office Laburnum Ave. We are excited to provide an additional day to vote and we will also have our satellite open to early Sunday voting as well.**

Budget  
In the following section, provide proposed costs and grant amount requests by categories

	Early Voting Expansion	Sunday Voting
Personnel	250,000.00	17654.00
Contractors/Janitor	security 44550.00	3080.00
Equipment	3522.00	1174.00
Training	2500.00	2500.00
Other*	106000.00	36000.00 (36000.00)

\*Provide a detailed list of items included in this category. **Transportation for voters and Printing letters signs etc Election officers (rentals) Envelopes Ballots**

- Certification 1:** Applicant understands that no project can be started until review and approval is received from ELECT. Any change to the approved project will require re-evaluation for compliance. Any activities that have been initiated without the necessary review and approval will result in a non-compliance finding and will not be eligible for reimbursement.
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- Certification 4:** Applicant understands that all records are to be made available to ELECT for reimbursement and are to be submitted by requested date. Any requests that are not honored will result in a non-compliance finding and will not be eligible for reimbursement.

Prepared by: Jerry Richardson Date: 9-9-2021  
Deputy Director