

INTRODUCED: April 8, 2024

AN ORDINANCE No. 2024-115

To amend ch. 9, art. III, of the City Code by adding therein a new section 9-58.1, concerning polling place licenses.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: MAY 13 2024 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Chapter 9, Article III, of the Code of the City of Richmond (2020) be and hereby is amended and reordained by **adding therein a new section** numbered 9-58.1 as follows:

**Sec. 9-58.1. Polling Place Licenses.**

Notwithstanding the provisions of Section 2-91, at the request of the General Registrar, the Chief Administrative Officer, on behalf of the City, may enter into license agreements or similar documents to permit the City to use real property not owned by the City for public polling places, provided that (i) the time period for which the City is allowed to use the real property is not greater than fifteen days, and (ii) the City Attorney has approved as to form the license agreement or similar document prior to the Chief Administrative Officer’s signature thereof.

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

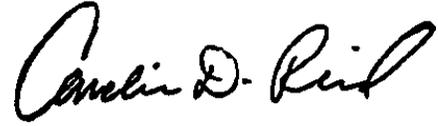
ADOPTED:   MAY 13 2024   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

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

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY'S OFFICE

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Carolin D. Reed". The signature is written in a cursive style with a large initial 'C'.

**City Clerk**



# City of Richmond

900 East Broad Street  
2nd Floor of City Hall  
Richmond, VA 23219  
www.rva.gov

## Master

**File Number: Admin-2024-0215**

**File ID:** Admin-2024-0215      **Type:** Request for Ordinance or Resolution      **Status:** Regular Agenda

**Version:** 2      **Reference:**      **In Control:** City Clerk Waiting Room

**Department:**      **Cost:**      **File Created:** 03/14/2024

**Subject:**      **Final Action:**

**Title:** To amend ch. 9, art. III, of the City Code by adding therein a new section 9-58.1, concerning polling place licenses.

**Internal Notes:**

**Code Sections:**      **Agenda Date:** 04/08/2024

**Indexes:**      **Agenda Number:**

**Patron(s):**      **Enactment Date:**

**Attachments:** Code - Polling Place Licenses      **Enactment Number:**

**Contact:**      **Introduction Date:**

**Drafter:** Jeff.Gray@rva.gov      **Effective Date:**

**Related Files:**

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
2	1		Lincoln Saunders		
2	1	3/28/2024	Lincoln Saunders	Approve	4/1/2024
2	2	3/28/2024	Mayor Stoney	Approve	4/1/2024

### History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

**Text of Legislative File Admin-2024-0215**

**Title**

To amend ch. 9, art. III, of the City Code by adding therein a new section 9-58.1, concerning polling place licenses.

**Body**

**O & R Request**

**DATE:** March 1, 2024

**EDITION: 2**

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

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

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

**FROM:** Keith Balmer, Registrar

**RE:** To amend ch. 9, art. III, of the City Code by adding therein a new section 9-58.1, concerning polling place licenses.

**PURPOSE:** To amend ch. 9, art. III, of the City Code by adding therein a new section 9-58.1, concerning polling place licenses.

**BACKGROUND:** City Code section 2-91 authorizes the Chief Administrative Officer, without City Council approval, to enter into license agreements to use real property not owned by the City for a period of not more than five (5) days. The General Registrar operates over 20 polling places located at Richmond Public Schools, churches, recreation centers, private facilities, etc., during primary, special, and general elections. The General Registrar must coordinate the delivery, pickup, setup, and breakdown of election materials for each polling place which requires use of the real property for more than five (5) days. The new code section seeks to allow the Chief Administrative Officer to enter into license agreements for use of real property for public polling places, provided that the length of the license does not exceed fifteen (15) days.

**COMMUNITY ENGAGEMENT:** Not Applicable

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** Not Applicable

**FISCAL IMPACT:** None

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** April 8, 2024

**CITY COUNCIL PUBLIC HEARING DATE:** May 13, 2024

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Governmental Operations

**AFFECTED AGENCIES:** General Registrar

**RELATIONSHIP TO EXISTING ORD. OR RES.:** None

**ATTACHMENTS:** Draft legislation

**STAFF:** Keith Balmer, General Registrar