

INTRODUCED: May 8, 2017

AN ORDINANCE No. 2017-092

To authorize the Chief Administrative Officer to accept grant funds in the amount of \$4,326.10 from the Virginia Department of Health, and to appropriate the increase to the Fiscal Year 2016-2017 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Human Resources by \$4,326.10 for the purpose of purchasing materials to supplement the City’s worksite wellness initiatives.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: MAY 22 2017 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is hereby authorized to accept funds in the amount of \$4,326.10 from the Virginia Department of Health for the purpose of purchasing materials to supplement the City’s worksite wellness initiatives.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2016, and ending June 30, 2017, by increasing estimated revenues by \$4,326.10, increasing the amount appropriated for expenditures by \$4,326.10, and allotting to

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   MAY 22 2017   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

the Department of Human Resources the sum of \$4,326.10 for the purpose of purchasing materials to supplement the City's worksite wellness initiatives.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-6517
MAY 3 2017
Office of the Chief Administrative Officer

O&R REQUEST

DATE: May 1, 2017 EDITION:1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

Handwritten initials and date: JS 5/5/07

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

RECEIVED

THROUGH: Lenora G. Reid, Deputy Chief Administrative Officer

MAY 05 2017

FROM: Korita Brown Jones, Interim Director of Human Resources

OFFICE OF CITY ATTORNEY

RE: Acceptance and appropriation of \$4,326.10 in grant funds from the Virginia Department of Health for the purpose of providing additional wellness and nutrition resources to City employees through the Department of Human Resources' current wellness program.

ORD. OR RES. No. \_\_\_\_\_

PURPOSE: To accept grant funds in the amount of \$4,326.10 from the Virginia Department of Health in conjunction with the American Heart Association via the Work Well VA initiative.

REASON: The City of Richmond's Department of Human Resources applied for and was successful in securing the above mentioned grant funds in order to supplement the City's current wellness program. The funds awarded are to be used for the purchase of various items that will encourage employees to be physically active and to choose healthy foods.

RECOMMENDATION: The City's Administration supports adoption of this ordinance.

BACKGROUND: Work Well VA is the partnership between the American Heart Association (AHA) and the Virginia Department of Health (VDH). The key priority of the partnership is to improve the health of Virginia's workforce by promoting worksite wellness.

FISCAL IMPACT / COST: The City will be responsible for purchasing the items identified in the application package and will be reimbursed by the Virginia Department of Health. Reimbursement requests must be provided to the Virginia Department of Health before June 1, 2017.

FISCAL IMPLICATIONS: N/A

**BUDGET AMENDMENT NECESSARY:** No.

**REVENUE TO CITY:** \$4,326.10

**DESIRED EFFECTIVE DATE:** Upon Adoption.

**REQUESTED INTRODUCTION DATE:** May 8, 2017.

**CITY COUNCIL PUBLIC HEARING DATE:** May 22, 2017.

**REQUESTED AGENDA:** Consent.

**RECOMMENDED COUNCIL COMMITTEE:** Finance and Economic Development.

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None.

**AFFECTED AGENCIES:** N/A.

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**REQUIRED CHANGES TO WORK PROGRAM(S):** None.

**ATTACHMENTS:** Award letter and agreement from the Virginia Department of Health.

**STAFF:** Korita Brown Jones, Interim Director of Human Resources and Denise Heer, Wellness Coordinator.



# COMMONWEALTH of VIRGINIA

Marissa J. Levine, MD, MPH, FAAFP  
State Health Commissioner

Department of Health  
P O BOX 2448  
RICHMOND, VA 23218

TTY 7-1-1 OR  
1-800-828-1120

April 19, 2017

Dear Selena Cuffee-Glenn:

Thank you for applying for the Work Well VA funding opportunity. Improving the health of Virginia's workforce by promoting worksite wellness is a key priority for the Virginia Department of Health and the American Heart Association. Through your successful application for funding, the City of Richmond has been awarded funds to implement activities that encourage employees to be physically active and to choose healthy foods.

On behalf of the Virginia Department of Health, this letter is to confirm your agreement to the terms of this funding opportunity, which includes the approved worksite wellness activities approved budget, and project timeline.

## Section I: Approved Project Activities

See Attachment A – Approved Project Activities

## Section II: Approved Project Budget and Supplies

The Work Well VA worksite wellness funding opportunity is based on a reimbursement system. Approved worksites are required to purchase approved materials, and then request reimbursement from the Virginia Department of Health for the amount no greater than the total project budget noted below. All approved materials must be purchased and reimbursement requests must be made before June 1, 2017.

See Attachment B – Approved Project Budget and Supplies

## Section III: Project Evaluation

All wellness activities implemented using awarded funding will be evaluated. Evaluation metrics will be collected by the funding recipient using data collection forms that will be provided by the Virginia Department of Health. All evaluation data must be collected and reported no later than 30 days after the conclusion of the wellness activity.

See Attachment C – Wellness Activity Data Collection Form

**Section IV: Reimbursement and Required Documentation**

To receive reimbursement for purchasing approved materials to implement the approved worksite wellness strategies, worksites must submit the necessary supporting documents for reimbursement requests using the guidelines below:

- 7. Clear, itemized vendor receipts of all materials purchased; and
- 8. Invoices on your organization's letterhead

Reimbursement requests and supporting documents must be sent electronically or via postal mail to:

**Electronic:** [Lindsay.Herbert@vdh.virginia.gov](mailto:Lindsay.Herbert@vdh.virginia.gov)

**Mail:** Lindsay Herbert, Wellness Coordinator  
Virginia Department of Health  
109 Governor Street  
Richmond, VA 23219

**All reimbursement requests must be received before June 1, 2017.** Reimbursement requests received after June 1, 2017 will not be fulfilled.

We appreciate your commitment to improving the health of your employees by implementing opportunities for increase physical activity and healthy eating within your worksite. We look forward to supporting your efforts.

Please sign below, indicating that you agree to all the terms outlined in this letter. Return the signed letter to Lindsay Herbert -Wellness Coordinator, Virginia Department of Health.

Sincerely,

Lindsay Herbert, CHES, CWWPM  
Virginia Department of Health  
Wellness Coordinator

By signing below you accept all terms outlined within this Letter of Agreement

\_\_\_\_\_ Date \_\_\_\_\_  
Selena Cuffee-Glenn, CAO  
City of Richmond

\_\_\_\_\_ Date \_\_\_\_\_  
Lindsay Herbert  
Virginia Department of Health ,Wellness Coordinator

# WorkWell VA



## **ATTACHMENT A – Approved Project Activities**

**Worksite Name: City of Richmond**

### **Selected Physical Activity Strategies:**

- **Implement a worksite fitness competition**
- **Create work environments that encourage movement, decrease sedentary behavior**
- **Offer onsite fitness classes**

### **Selected Nutrition Strategies:**

- **Provide nutrition education by coordinating cooking demonstrations**
- **Provide resources and tools that encourage healthy eating**

# WorkWell VA



## ATTACHMENT B – Approved Project Budget and Supplies

### City of Richmond

	Item Description	Item Cost Per Unit	Quantity	Extended Cost	
1	Yoga Mat	\$34.44	20	\$688.80	
2	Sodial Exercise Bands	\$6.91	20	\$138.20	
3	Turn Subsidy Classes	\$35	20	\$700	
4	Variable Height Desk	\$129.99	10	\$1,299.90	
5	YMCA Urban Yoga Classes	\$75.00	12	\$900.00	
Physical Activity Budget - \$3,726.10					
Nutrition Budget - \$600.00					
<b>Total Approved Budget – \$4,326.10</b>					



WorkWell VA



**ATTACHMENT C – Wellness Activity Data Collection (SAMPLE)**

<b>Worksite Name:</b>	<i>Company ABC</i>
<b>Name of Wellness Activity (if applicable):</b>	<i>10k 10 Day Challenge</i>
<b>Activity Focus:</b>	<input type="checkbox"/> Nutrition <input checked="" type="checkbox"/> Physical Activity
<b>Activity Date (s):</b>	<i>June 1 2017 – June 14 2017</i>
<b>Activity Description:</b>	<i>10 day employee walking challenge. Each participant's goal is to log at least 10,000 steps per working day for 10 days</i>
<b>Number of Participants:</b>	<i>30</i>
<b>Tools/Incentives:</b>	Tools Provided? Yes or No <i>If yes , please describe : Each participant was provided with a pedometer as a tool to use to track steps.</i>
	Incentives Provided? Yes or No <i>If yes , please describe: standing work stations were provided to three winners of the contest</i>
<b>Event Summary:</b>	<i>Overall the employees at Company ABC really enjoyed the walking challenge. Company managers also participated in the challenge. Teams began to hold "walking meetings" and taking the stairs instead of the elevator in order to reach their daily step goals. We received positive feedback from participants, and many expressed interested in having regularly occurring worksite fitness competitions.</i>