

MINUTES

COUNCIL-MANAGER BRIEFING

December 10, 2012

Vice Mayor Terry Senger called the Council-Manager Briefing to order at 6:00 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Tim Meyers, Tim Abbott, Terry Senger, Jeff Holtegel, Debbie Pennington and Adam Jones. Staff present: Alisha Wilson, Art Pizzano, Mark Wendling, Mary Hopton, Jim Bell, Dave Crouch, Dave Butsch, Carol Mayhall, Tim Bachman, Mike Dickey and John Clemmons.

Councilmember Pennington, seconded by Councilmember Meyers, made a motion to excuse Mayor D'Epifanio and Councilmember Abbott. Motion carried 6-0. Councilmember Abbott arrived at approximately 6:05 PM and Mayor D'Epifanio arrived at 6:10 PM.

City Employee Smoking Policy

Councilmember Meyers presented a proposal for a new smoking policy for city employees, not pertaining to the general public. He commented that over the past decade, the city has transformed its processes to more resemble private and public businesses, and many private companies are now going to smoke-free campuses. The current smoking policy states that employees are prohibited from smoking in any city-owned building or motorized vehicle and that employees are permitted to smoke only in designated areas, at least ten (10) feet from public entrances. The current policy states that smoking breaks are the equivalent of coffee breaks. Councilmember Meyers presented a proposal to Council that the city become smoke-free. The new proposal states that employees will be prohibited from smoking on any portion of city-owned property, thereby eliminating designated smoking areas. Under the proposed policy, smoke breaks must be taken off city property. He stated that the majority of big business have gone to a no-smoking policy and have seen lower absenteeism, turnover, lower insurance premiums and overhead rate, many positive benefits of a no-smoking policy.

Councilmember Abbott explained that he is in favor of helping employees quit smoking, but he does not want it to be punitive. He is in favor of incentives and help for employees to quit, but will not agree to a policy that is more related to punishment. Councilmember Holtegel stated that he is an ex-smoker and he is in favor of encouraging employees to quit, but that it won't happen if the employee does not want it to happen. He noted that the public perception of smoking has changed so drastically that many people are quitting. Councilmember Oler questioned the time that is permitted for employee breaks and stated that most smokers probably take more than the allowed time, and that needs to be managed by the supervisors so that it is not unfair to the non-smokers. Councilmember Jones stated that he is in favor of a non-smoking policy, but the key is enforcement. He stated that the current policy at the county level is not always enforced, and people walk through clouds of smoke to get in and out of buildings. Mayor D'Epifanio stated that smokers will not stop smoking if they don't want to. Councilmember Senger questioned the impact of healthcare reform on potential incentives, and HR Manager Mayhall stated there is a portion that will impact incentives and they will need to look into that further.

Law Director Clemmons cautioned that being a unionized workforce, this may be something that would need to be bargained with the unions because it could potentially be seen as a change in working conditions, or at least discussed during Labor Management meetings. He stated that employees may be upset because the new policy does not pertain to the general public, as well. The current smoking population of city employees is less than ten (10%) percent. City Manager Pizzano questioned whether the topic can be bargained under healthcare, because the negotiations are currently limited to wages and healthcare. Law Director Clemmons stated it can be argued to fall under healthcare.

City Manager Pizzano and HR Manager Mayhall explained the current programs offered through the insurance company to help employees quit smoking, such as phone counseling and nicotine replacement therapy. It was decided that staff will take ninety (90) days to look at laws, as well as options and incentives offered by the insurance company, and discuss with the unions at Labor Management meetings and report back to council for further action.

Adjournment

Council/Manager Briefing adjourned at 6:45 p.m.

Respectfully Submitted,

Alisha Wilson
Clerk of Council

City of Fairfield...Proposed Smoking Policy

- Past decade the city has transformed processes closer to a private/public business
- Operating rhythm established including:
 - Financial reviews
 - Annual G&O
 - Performance Evaluations
 - Items Of Interest Leadership reports
- Many core processes have rigor around controllership & repeatability
- Lean & Productive operations are key to future operational sustainability

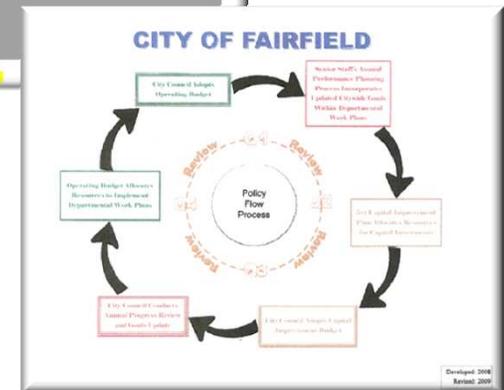
Departmental Programs in support of Fairfield City Council 2010 Goals

City of Fairfield - Departmental Metrics

FINANCE	2011 September	2012 September	Monthly % Change	YTD 2011	YTD 2012	YTD % Change
Income						
Individual Income Tax**	\$ 143,397	\$ 158,028	-8.8%	\$ 2,444,318	\$ 2,448,859	-4.2%
Business Income Tax**	\$ 483,640	\$ 508,737	5.2%	\$ 2,688,844	\$ 2,678,889	+1.8%
Withholding Income Tax**	\$ 1,226,452	\$ 1,288,838	-22.4%	\$ 13,153,281	\$ 13,378,966	6.2%
Total Taxes Received**	\$ 1,853,489	\$ 1,955,603	-17.4%	\$ 18,286,443	\$ 18,496,714	-1.6%
Annual Income Tax Estimate	\$ 22,853,841	\$ 22,289,900	-1.6%	\$ 22,552,489	\$ 22,289,900	-1.6%
% of Annual Tax Received	8.14%	10.03%	18.82%	82.84%	83.44%	9.83%
Expenditures						
Operating Expenditures	\$ 2,575,233	\$ 2,568,747	-0.02%	\$ 26,365,286	\$ 26,458,439	-0.35%
CAPITAL EXPENDITURES	\$ 2,154,896	\$ 1,487,661	-43.51%	\$ 7,886,550	\$ 13,049,798	65.93%
Annual Operating Budget**	\$ 88,416,061	\$ 82,812,629	-4.30%	\$ 98,416,061	\$ 82,812,629	-4.17%
% of Annual Budget Expended	2.9%	3.03%	-34.87%	42.09%	42.78%	1.58%
for Capital	2.83%	1.82%	-35.44%	9.10%	16.70%	73.11%
Net Effect (Operating - Income less Operating Expenditures)						
						9.45%

** Figures are based on historical timing of revenue and budget appropriation modifications, irrespective of last year's receipt and expenditure timing.

Key: Positive (Green), Negative (Red), Neutral (Yellow)



City of Fairfield...Proposed Smoking Policy

- Nationally health care costs have increased exponentially due to individual smoking
- Center of Disease Control & Prevention cite \$96B annual or \$3391/year per employee...medical bills + absenteeism
- No Smoking Policies...Net Impact On "Business":
 1. Lower prevalence of employer absenteeism and turnover
 2. More affordable health insurance premiums
 3. Lower overhead or expense rate



Current

- Fairfield policy 2-36 executed September 2007:
 - Employees prohibited from smoking in any City owned building or motorized vehicle
 - Employees allowed to smoke in designated areas, but at least 10 feet from public entrances
 - 16 areas noted as smoking areas
 - Smoking Breaks are the equivalent of Coffee Breaks
 - Policy tied to disciplinary policy for city wide workforce

Designated Smoking Areas Exist

Proposed

- Modify current 2-36 policy to reflect the following:
 - Employees are prohibited from smoking on any portion of City owned property
 - Designated smoking areas are eliminated
 - Smoking Breaks must be taken off City property
 - Policy tied to disciplinary policy for city wide workforce

No Smoking On City Property