

RESOLUTION NO. 837

**A RESOLUTION ADOPTING A SMOKING POLICY FOR CITY BUILDINGS AND VEHICLES.**

WHEREAS, the city staff has prepared a report on the above captioned subject which is attached hereto as Exhibit "A"; and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report; and


WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES that the Wilsonville City Council does hereby adopt the staff report attached hereto as Exhibit "B", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 17th day of June, 1991 and filed with the Wilsonville City Recorder this date.

  
GERALD A. KRUMMEL, Mayor

ATTEST:

  
VERA A. ROJAS, CMC, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>ABSENT</u>
Councilor Carter	<u>AYE</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>

RECEIVED  
MAY 17 1991  
CITY OF WILSONVILLE

City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

**TO;           MICHAEL KOHLHOFF, ACTING CITY MANAGER**

**FROM:       LUKE BUSHMAN, CHAIRMAN, SAFETY & HEALTH**  
**COMMITTEE**

**DATE:       MAY 17, 1991**

The Safety and Health Committee has diligently worked on a smoking policy for City owned and occupied buildings and vehicles. This project came about after a number of complaints were received from employees that were exposed to second hand smoke by others that smoked. Employees experiences ranged from distaste to symptoms of discomfort by being exposed to others smoke.

This Committee initially drafted a policy, it was sent out to all city employees for comments. The comments received were in favor of this type of policy. Again, several more drafts were made by The Safety & Health Committee that included many suggestions of other employees. Attached you will find comments in favor of a Smoking Policy. All of the comments returned were in favor of the policy, except for one was "not in favor of more restrictive rules." This final draft does have a great deal of input from the City Staff.

Attached is a final draft for your review. The Safety & Health Committee would appreciate your response and comments. This Committee respectfully requests that this policy be either enacted by City Council or it become a part of the City's administrative policies through the approval of the City Manager.

SUBJECT: SMOKING

PURPOSE: To establish when and where smoking is not allowed and to preserve the health of city employees and clients.

POLICY: City of Wilsonville prohibits smoking in any city owned buildings or occupied buildings and establishes guidelines for smoking provisions related to city vehicles and apparatus.

AUTHORITY & RESPONSIBILITY: All supervisors are responsible for seeing that employees under their supervision observe this policy.

#### PROCEDURE


- I. Smoking will not be permitted inside any City owned or occupied buildings or structures, including pump houses and lift stations, however picnic shelters and gazebos are exempt. Cigarettes will be disposed of in City provided ashtrays prior to entry of any City facility.
- II. Any new vehicle or apparatus acquired by the City following the effective date of this policy shall be designated and posted as "No Smoking". Smoking is permissible in the existing inventory of City owned vehicles and apparatus unless the occupants or primary users of the vehicles/apparatus specifically request that no smoking be observed.
- III. Inasmuch as all City buildings / City occupied buildings will be posted "No Smoking", visitors will be told they may not smoke in any of these areas.
- IV. Employees who enroll in smoking cessation programs approved by the Oregon Lung Association will have up to \$150 of program cost reimbursed to them if they seek pre-authorization, by letter of request, from the Safety & Health Committee and non-smoking is validated six months after program completion.



City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

COMMUNITY DEVELOPMENT DEPARTMENT  
MEMORANDUM

**DATE:** MARCH 26, 1991  
**TO:** WILSONVILLE SAFETY & HEALTH COMMITTEE  
**FROM:** STEVE STARNER   
COMMUNITY DEVELOPMENT DIRECTOR  
**RE:** NO-SMOKING POLICY

As you know, maintaining a consistent supply of clean air for the office workers at the Community Development Department Annex has been an ongoing concern for over a year. OSHA and Oregon Health Division representatives, mechanical system specialists and the city's insurance inspector have all been helpful with suggestions and maintenance tasks which have improved overall office air quality since city employees moved into the fire district's building in December, 1989.

In general, sources for indoor pollutants inside office buildings may include adhesives, copying machines, pesticides and cleaning agents. Tobacco smoke is a source of harmful volatile organic carbon compounds and particulate matter. In the absence of the not-yet-adopted 1989 Indoor Air Quality Act, indoor air supply rates are specified by building codes (American Society of Heating, Refrigerating and Air Conditioning Engineers). The ventilation requirements in buildings where smoking is allowed are four times greater than the ventilation requirements of designated non-smoking buildings. Increased ventilation results in substantially increased energy costs and even in well-ventilated buildings, there are usually stagnant zones which will impair indoor air quality.

Environmental tobacco smoke is a cause of disease, including lung cancer, in both smokers and healthy non-smokers. Exposure to tobacco smoke may increase the risk of lung cancer by an average of 30 per cent in non-smokers.

The City of Wilsonville is leasing office space from Tualatin Valley Fire and Rescue. Tualatin Valley has established guidelines for smoking restrictions in all of its facilities and vehicles. City employees occupying leased office spaces are currently following Tualatin Valley's policies and procedures concerning smoking restrictions.

With the exception of Procedure No. 2, in the interest of preserving air quality for all employees, clients and citizens (see attached), I recommend adopting Tualatin Valley's smoking policy for all City of Wilsonville work stations and vehicles.

ss:md  
Attach:  
pc: Inter-Office Communications - CD

FINANCE DEPARTMENT  
MEMORANDUM

City of  
**WILSONVILLE**  
In OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

TO: CITY OF WILSONVILLE  
HEALTH AND SAFETY COMMITTEE

FROM: RAY SHORTEN, FINANCE DIRECTOR

DATE: MARCH 26, 1991

RE: NO SMOKING POLICY

Please be advised I fully support your efforts to provide a smoke free environment for all City facilities.

As a former smoker, I can sympathize with the people who still smoke, but the bottom line is we are talking about everyone's health, and not just the smokers.

Please move forward with your efforts to establish a City policy of no smoking in City facilities.

City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

PROPERTY MAINTENANCE DIVISION  
MEMORANDUM

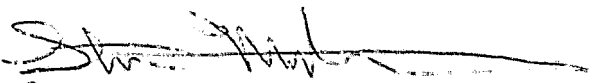
DATE: MARCH 25, 1991  
TO: SAFETY AND HEALTH COMMITTEE  
FROM: PROPERTY MAINTENANCE DIVISION EMPLOYEES  
SUBJECT: NO SMOKING POLICY INPUT REQUEST

It is the consensus of these employees that the City follow other agencies in the adoption of policies which prohibit smoking in any instance where other employees would be affected.

We have attached the policy currently in effect by Tualatin Valley Fire and Rescue and are in agreement with this policy.

sm:pjm

Attachment

  
Craig A. Tansager  
P.D. Pearson  
Dug Comuelly  
P. Edley

City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

ADMINISTRATION DEPARTMENT  
MEMORANDUM

DATE: APRIL 3, 1991  
TO: WILSONVILLE SAFETY & HEALTH COMMITTEE  
FROM: PAM MUNSTERMAN, ADMINISTRATIVE SECRETARY *Pam m.*  
SUBJECT: NO-SMOKING POLICY

I would support a policy of no-smoking in City facilities and vehicles.

The dangers of second hand smoke are becoming more well known, and employees should have a choice as to whether they wish to be subjected to second hand smoke. Also, it is very unpleasant to take a break or eat lunch in the breakroom when there are smokers present.

It also seems that it should be something that should be uniform for all City employees. Currently the employees at the North Annex and Maintenance Shop must follow the Fire District's policy, so it seems logical to follow that same policy throughout the City.

Thank you for addressing this concern.

/pjm

City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

**SAFETY & HEALTH COMMITTEE**

**NO SMOKING POLICY**


I am delighted to see that the present Safety and Health Committee is serious about prohibiting smoking in all Wilsonville city facilities. I would also like to see it prohibited in all City vehicles, along with chewing tobacco.

In the North annex shop bay we have smoking within 30 feet of our exercise equipment.

I have read the Tualatin Valley Fire and Rescue policy and agree with it completely.

Thank you for taking the time and making the effort to make Wilsonville a safer place to work for all of us. You are doing an outstanding job.

Thank you

George Croff   
Senior Utility Worker/Equipment Operator