



**TOWN OF GRIFTON
BOARD OF COMMISSIONERS
BOARD WORKSHOP**

Tuesday, June 5, 2012
7:00 PM

AGENDA

- A. Meeting Called to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Recognition of Persons to Be Heard (**NOTE: Comments are limited to 5 minutes per person. Everyone addressing the Board shall first state their name and their residential physical address**).
- D. PUBLIC HEARING (**NOTE: The public is asked to adhere to the following guidelines for the Public Hearings:**
- Step to the podium in front of the Board. State your name clearly. Direct comments to the full Board, not an individual member.
 - Be concise; avoid repetition; limit comments to five minutes or less; designate a spokesperson for large groups.
 - Each person may speak once for a specific Public Hearing.
1. Fiscal Year 2012-2013 Budget
- E. DISCUSSION ITEMS
1. Façade Grant Application – Town Hall *Page 5*
 2. Annual Adoption of Flexible Benefits (Cafeteria) Plan – Resolution: 2012-05 *Page15*
 3. Employee Dependant Health Insurance Premium Participation Elimination - Resolution: 2012-06 *Page17*
 4. Fiscal Year 2011-12 Budget Amendments *Page19*
 5. Hodges Field Light Replacement Project – Resolution: 2012-07 *Page20*
- F. Commissioner’s Comments
- G. Adjourn



June 5, 2012

MEMORANDUM

TO: Mayor and Commissioners

FROM: Joe Albright, Manager

SUBJECT: Manager's Comments for June Workshop

Below I have attempted to summarize and provide explanation for each agenda item.

In July, I will be bringing to the Board a proposed Golf Cart Ordinance as previously instructed. Also as instructed, I will be bringing forth a timeline for moving forward with education, outreach, and financial options for the Streets Bond Referendum.

Item D-1: Public Hearing – FY 2012-2013 Budget

A public hearing has been scheduled to occur during the June Board of Commissioner's Workshop to receive public comment on the proposed FY 2012-2013 Budget. The public hearing has been duly advertised through the local media and posted in Town Hall.

Item E-1: Façade Grant Application – Town Hall

I have completed the necessary paperwork and made application to the Community Development (STEP) Committee on behalf of the Town for grant funding for the Town Hall Façade Project. With the amount expended by the Town on the Town Hall and given that the building is actually two separate parcels of land, we are eligible for two grants of \$2,000 a piece. The CDC unanimously recommends to the Board of Commissioners that the Grant Applications

be fully funded. Therefore, I recommend that this request for funding be placed on the consent agenda of the next regular meeting of the Board.

Item E-2: Annual Adoption of Flexible Benefits Plan – Resolution: 2012-05

Currently, the Town offers health insurance to employees. The employee has options for other coverage, such as dental, bridge and supplemental, and life insurance at the employees' expense. By adopting our first Flexible Benefit Plan in last year, employees, as well as the Town have saved money by reducing taxable wages through the pre-tax deductions of benefits such as bridge, dental, and medical insurance. It is called a Cafeteria Plan in that it allows eligible employees to choose from a menu of different benefits to be deducted from weekly wages before taxes to reduce the total taxable amount. By decreasing taxable wages, both federal and FICA taxes will be reduced thus increasing savings for the employee and the Town.

All full-time employees are qualified for this plan and will have the opportunity to meet with plan representatives during the open enrollment period to discuss specific details pertaining to their current benefits packages, as well as other benefits offered. Once the open enrollment is finished, employees subscribing to this plan will not be able to make changes to their elected benefits throughout the year. Some exceptions do exist for employees whose status changes, such as those who get married, become pregnant, or experience the loss of a dependant. This plan will greatly benefit employees with dependant coverage and those who have additional benefit packages, however all full time employees will see monetary savings. I recommend this item be considered for approval via the consent agenda during the Board's next regular meeting.

Item E-3: Employee Dependant Health Insurance Premium Participation Elimination – Resolution: 2012-06

Based on discussions during the Board's Annual Retreat this past February and further discussions during the budget workshop for the upcoming 2012-13 fiscal year, I have offered a multi-year step down (reduction) of the Town's participation in the funding of employee

dependants health insurance premiums. Because this benefit is outlined in our Personnel Policy, an amendment to said policy is necessary. Thus, I have proposed a resolution dictating how the Town's participation would decrease in annual increments over the next seven years. The policy amendment would also require any employees hired after July 1, 2012 to be completely responsible for the cost of any dependants participating in the Town's Health Insurance Plan. I recommend placing Resolution: 2012-06 on the consent agenda for approval at the next regular meeting of the Board of Commissioners.

Item E-4: Fiscal Year 2011-12 Budget Amendments

Town Clerk and Financial Officer, Angel Hudson has prepared a list of necessary budget amendments for Board consideration. I have reviewed and assisted Ms. Hudson with this list and recommend placing the item in the Consent Agenda for the next regular meeting.

Item E-5: Hodges Field Light Replacement Project – Resolution: 2012-07

We have received notification from the Perkins Foundation that we were successful in our grant application for funding to replace the lights on Hodges Field. The grant award amount is \$22,705. This award along with the \$12,000 in insurance reimbursement for Hurricane Irene damage and the \$1,000 from the memorial light fund in honor of Ed Coley will provide sufficient funding to completely pay for the project. I am requesting authorization to complete the project via adoption of the Resolution: 2012-07 at the next regular meeting of the Board.