Budget Season is Here

This time of year, we begin preparing for our annual budget process. As we begin our budget season, we will be focusing on the following five (5) key points in order to have a promising and successful budget.

1. INCORPORATING A LONG-TERM PERSPECTIVE
   Our budget cycle only extends through one year called a fiscal year. Our fiscal year runs from July 1st through June 30th of each year. When creating our budget, we must think into the future. This way, we will be considering how to budget for important projects that aren’t right in front of us but will eventually require funding. Much of this can be obtained through developing and maintaining a Capital Improvement Plan (CIP), however, there are also other expenses, such as adding additional personnel, that are not included in a CIP.

2. LINKING ORGANIZATIONAL GOALS AND OBJECTIVES INTO THE BUDGET PROCESS
   No municipality has an unlimited budget. This means we must carefully consider our limited resources and how to allocate them properly. One of the best ways to accomplish this is to start with our goals and objectives and back into our budget from there. By doing this, we will ensure that our strategic plan is taken into account during the budgeting process.

3. FOCUSING BUDGET DECISIONS ON OUTCOMES
   Because the majority of the budgeting process is derived from information contained in previous years and from the current year—as well as projections for the next few years—we must have our ultimate outcomes in mind while budgeting. By having a clear set of goals (as in #2 above), then we can set key
performance indicators or outcomes linked to these goals. Many municipalities align their major budget items to outcomes to demonstrate why they are spending their funds in a certain way. This way, the citizens can better understand why revenue streams have changed or why a program may have to be cut.

4. PROMOTING AND INVOLVING EFFECTIVE COMMUNICATION DURING OUR BUDGET PROCESS.
By focusing our budgeting decisions on goals and outcomes, it is important to communicate this with anyone who has a stake in our town’s government. This includes our employees, businesses, citizens, Commissioners, Mayor, and more. It is our goal to accomplish this in a number of ways. One of those is by having citizen input opportunities during the budgeting process. This gives an opportunity for citizens to discuss their concerns during the budgeting process. Also, we will be working during this next budget year to implement a public-facing community dashboard on our website. This will allow us a simple way to show our community where tax dollars are going and how we are meeting our goals and objectives.

5. RECOGNIZING OUR EMPLOYEES AS THE VITAL ASSET THEY ARE
When our strategic plan is aligned and incorporated into our budget preparation process, we will see buy-in increase across our municipality. Both the management team and employees will be able to see that what they are doing on a day-to-day basis is contributing to yearly goals and that their contributions are important to the success of our community. We constantly strive to give recognition to our employees for their hard work and dedication. This has a high payout in employee satisfaction and we consistently look for ways to encourage the right employee behavior across our organization.

A Message from the Manager - Continued

WELCOME

our newest employee

BRANDON DELF
Patrol Officer
Burgaw Police Department

DID YOU KNOW?

We have a Historical Downtown Burgaw Self-Guided Walking Tour! Stop by Town Hall to pick one up and take a stroll through our beautiful town!

From the Office of Town Clerk - Kristin Wells

- I have spent time this week getting the website up to date within the new “Agenda Center.” Agendas and minutes from the Board of Commissioners meetings are now easily accessible and can be found within the “Town Hall” tab at the top of the home page. I am also working to ensure all agendas and minutes are posted for our other boards and committees as well.
- We encourage everyone to enroll with “Notify Me” on our website by registering your email and/or cell phone number to receive notifications when new events are added to the calendar, emergencies occur, meeting notices are posted, etc.

IN AN EMERGENCY, CAN YOU BE FOUND?

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See Customer Service to place your order. Ready for pick up within 1-2 days.
The Parks & Recreation worked this week to continue repairs inside the Historic Train Depot. The Depot received new painting inside the Banquet Hall and is starting to transition into the museum/conference area of the building. There were also repairs made to the sliding doors and surrounding areas. The Burgaw Incubator Kitchen received commercial cleaning this week by Rainbow International and is in much better shape for tenants to prepare their products. In addition to cleaning, the Parks & Recreation did inventory in order to free up space caused by outdated cooking equipment.

We also worked this week to make preparations for the new play equipment being installed at Harrell Memorial Park. A meeting was held on Monday to place an order for new lumber being installed on the existing Gazebo as well as Friday morning to discuss relocating the old equipment. Tree removal will begin on Friday January 17th. The park will be closed on that day to ensure that removal goes smoothly. A notice will be sent out to residents Monday January 13th.

Pre-sale tickets for Family Bingo Night are sold out and remaining tickets can be purchased at the door the evening of. Family Bingo Night is scheduled for January 24th at 6:30pm inside the Historic Train Depot.

The first ever Daddy-Daughter Dance will be on February 15th from 5:00pm-8:00pm. Tickets can be purchased online until February 3rd. Contact the Parks & Recreation if you have further questions.

On January 9th, the Fire Department responded to a structure fire at 115 N Dudley St. Our units arrived shortly after and had heavy fire was showing from an attached garage. Fire crews from Burgaw, Rocky Point and Pender EMS & Fire responded to the incident, as well as Burgaw Police Department, Pender EMS crews from Pender EMS & Fire, and personnel from Burgaw Public Works. One occupant of the structure was injured in the fire and transported to New Hanover Hospital. No firefighters, EMS, or police officers were injured in the incident. A neighboring residence did sustain some damage, temporarily displacing that resident. One vehicle inside the garage was a total loss. Two other vehicles outside received minor damage. The incident was investigated by multiple agencies and determined as accidental and was electrical in nature.

The Fire Department responded to 19 incidents in the first 9 days of the year, including the fire mentioned above, a structure fire in Rocky Point, and a car fire on Whitestocking Road that was a total loss.
Public Works Department - Alan Moore, Director

- On Wednesday, we met with Pender Memorial Hospital in reference to protocols for handling mental commitment that arise at the Emergency Room and general hospital.
- We met with Cape Fear Community College this week to discuss needed training for officers in the 2020 calendar year.
- All active radars were calibrated and certified this week. All radar instruments must be certified by state approved testing yearly. All instruments were in good order and accurate.
- Sergeant Byrd and Corporal Robertson attended Basic Patrol Rifle Operator training through the NC Justice Academy. Both supervisors advised it was an excellent class. They concentrated on manipulating the rifle in conjunction with the handgun.

Inspections Department - Louis Hesse

- Creekside is wide open again causing inspection roll-overs again but all is going smoothly.
- O’Reilly Auto Parts has a Temporary Certificate of Occupancy while they complete their storm water requirements.
- I am meeting today with the owners and contractor for Fat Daddy’s Pizza up-fits to discuss other potentials for the rest of the building.
- New homes on Progress Drive and Robinwood Court are underway with site work and temporary saw services.
- The Courthouse exterior brick and window renovations are going well including heating for better mortar cure.

Police Department - Jim Hock, Police Chief

- Early this week Public Works finished taking down the remainder of the Christmas decorations around town.
- John, Robert and Roland worked at Pump Station #1 on a bypass pipe, they also worked on clearing a tree that had fallen along the fence line with the help of Willis and Lucas.
- Green team worked on mowing the fence line along PS1 and the force main right-of-way at the DOT bus garage.
- We repaired a meter leak at the car wash on Hwy 117.
- As a request from a customer, we pressure tested a house in the Creekside subdivision.

Help us alert drivers to slow down in our town! Yard signs are available free to town residents and can be picked up anytime between Monday-Friday 8am-5pm at the Police Department, 109 N. Walker Street.

EMERGENCY RESPONSE Phone Number

(910) 470-0457

Public Works On-call Person This Week is: Charles Hall

REMINDER: This phone is only answered after hours, 4:30PM-7:30AM and is for water and sewer emergencies only. Unless Public Works has been giving prior notice we cannot turn your water on due to non-payment shut off.

Stay on track with your week for recycling pick-up! 2020 Recycling Calendars now available online & at Town Hall!

Recycling Pick-up Reminder

January 15

East Side
SPECIAL MEETING NOTICE
Tourism Development Authority (TDA)

COMMUNITY BUSINESS WORKSHOP
Wednesday, January 29, 2020
5:00 PM - 6:00 PM
Burgaw Train Depot
115 S. Dickerson Street

The purpose of this meeting is to discuss ways to promote tourism in collaboration with local businesses. All interested parties are invited to attend.