TOWN OF STRATFORD
PROPOSED OPERATING BUDGET
FISCAL YEAR 2009

01 - GENERAL FUND
105 - CHIEF ADMINISTRATIVE OFFICER

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
		CHIEF ADMINISTRATIVE OFFICER						
01105	6003	Payroll - Regular	$ -	$ -	$ 102,911	$ 221,300	$ 212,781	**-3.85%**
01105	6061	Education	$ -	$ -	$ 2,402	$ 2,500	$ 2,500	**0.00%**
01105	6102	Printing & Stationery	$ -	$ -	$ 4,394	$ 8,500	$ 8,500	**0.00%**
01105	6341	Transportation	$ -	$ -	$ -	$ 500	$ 500	**0.00%**
01105	6399	Outside Service	$ -	$ -	$ 6,692	$ 500	$ 5,788	**1057.60%**
01105	6503	Printing /Reports	$ -	$ -	$ 2,254	$ 500	$ 3,500	**600.00%**
			$ -	**$ -**	**$ 118,652**	**$ 233,800**	**$ 233,569**	**-0.10%**

PROGRAM DESCRIPTION

The Chief Administrative Officer (CAO) possesses and exercises all administrative powers vested in the Town, except as directed by the Mayor and limited by the Charter.

Personnel	FY 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed
Positions	0	0	2.0	3.0	3.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Chief Administrative Officer	2009 Proposed Budget

105-6003 Regular Payroll $ 212,781

This account covers the salary for the CAO, Grant Writer and support staff.

105-6061 Education $ 2,500

Professional membership in ICMA and CTCMA for Chief Administrative Officer; cost of travel and registration fees for conferences and seminars; cost of professional dues and publications.

105-6102 Printing & Stationery $ 8,500

This account provides for office supplies for the Grant Writer and CAO.

105-6399 Outside Services $ 5,788

This account provides for MUNIS training and provides temporary secretarial services due to project work and staff absences.

105-6503 Printing / Reports $ 3,500

This account provides for the printing of all proposed and adopted budget documents which has been reallocated from the Office of the Mayor.

SIGNIFICANT CHANGES AND COMMENTARY

Grant Writer has applied for over $1,900,000 in grant opportunities since being hired in October 2008. Year to date grant monies of $266,161 has been awarded to the Town of Stratford, which will lessen the tax burden and provide the residents of Stratford with more services. There are many more grant opportunities in the pipeline for Homeland Security, Community Services and partnership grants with the Board of Education that will also benefit the Town of Stratford.