



Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

STAFF REPORT

Council Meeting Date:	February 13 th , 2024.
Agenda Title:	Information Technology Overview
Requested Action:	Receive the information.
Department / Agency Lead:	Information & Technology
Staff Lead:	Jonathan Stewart, Director of Information & Technology

EXECUTIVE SUMMARY

This staff report provides an update on the operations of the Information Technology Department. This report also highlights and provides a status update on two ongoing projects.

Enterprise Resource Planning Process- The IT department is working with Finance to outline the best way forward with this process. The department’s objective is to streamline the resources being brought on and avoid unnecessary expenditure while responding to the infrastructure needs of the Town. IT staff are working diligently to bring the cost down as much as possible to ensure responsible use of taxpayer funds while responding to the needs of the infrastructure. There has been no commitment to the ERP at this point.

Fauquier County Government- The success of last month’s Board of Supervisors meeting at Town Hall marks a blossoming partnership, showcasing the Town and County’s joint commitment to resourceful collaboration and effective governance. As this collaboration develops, the IT department anticipates further opportunities for optimizing shared resource allocation, creating potential cost-saving opportunities in the realm of AV resources.

BACKGROUND

The IT department is currently evaluating various Enterprise Resource Planning (ERP) solutions based on our organizational needs, scalability, and long-term goals. We are currently in the initial stage of vendor assessments, with a comprehensive recommendation to be completed by November 1, 2024. The selected ERP system aims to centralize data management, providing real-time data for improved collaboration and decision-making. The implementation will be handled in a phased approach with Finance being the first department for rollout.

We are also focusing on a comprehensive review of our asset replacement schedule, identifying operational efficiency to maximize hardware usage and extend the lifecycle while providing reliable technology.

Fauquier County Government has begun working with the Town to utilize 21 Main Street for the Board of supervisors meeting. Town and County staff worked effectively together for the initial meeting and are working to share resources, experience, and processes as we move forward.

STAFF RECOMMENDATION

Receive the information from the Information & Technology Department.

Service Level/Collaborative Impact

The IT department is a fundamental cornerstone of each department, ensuring the success of every role in Town. IT Staff have recently been working with both outside vendors and Fauquier County Government to explore new avenues of innovative paths of cooperation.

Policy Direction/Warrenton Plan 2040

The IT department is focused on accomplishing the goals outlined in Plan Warrenton 2040, particularly by working towards the following:

CF-1.2: *Serve as the central inviting public service center for Town and County residents with a proportionate share of community services provided by other governments, including a fair and reasonable balance in funding sources for community facilities.*

The IT Department is providing technology that promotes efficiency for services rendered to Town citizens.

CF-2: *Public safety services and policies are viewed as amongst the best in similar Virginia towns for the responsiveness, community trust, and effectiveness.*

This goal is met by incorporating industry-standard security measures to protect citizens and staff from multiple vectors of digital attacks.

CF-5: *To provide a fiscally responsible infrastructure that maintains a high quality of life for residents, supports current businesses, and attracts new employers with a stable tax structure.*

This goal is achieved through continued cost evaluation of software and hardware used by Town staff in the performance of their duties.

T-1: *Improve multi-modal capacity and safety that encourages trips by walking, bicycling, and transit.*

IT is also working to meet the goals of transportation by working with Public Works personnel to deploy smart mobility technologies.

Fiscal Impact

There is no additional fiscal impact on the Town at this time. The Information technology Department is operating using current funding sources.

Budgeted in the CARP for FY24, the ERP software is allocated \$300,000.00.

Legal Impact

No additional Legal impact is expected at this time.

ATTACHMENTS
