EXPERIENCE
WARRENTON
VIRGINIA

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:	October 8, 2024
Agenda Title:	Information Technology (IT) Department Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance Department
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

The IT department is part of the General Government Administration functional area for budgetary purposes. The IT budget captures the cost to provide IT services across all Town departments, including the cost of six (6) full-time employees.

BACKGROUND

The below tables and charts provide a financial summary of the IT department.

Expenditure

ACCOUNT NAME	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 ACTUAL	FY 2025 ADOPTED
PERSONNEL SUBTOTAL	403,813	509,482	586,319	496,275	715,508
PROFESSIONAL SERVICES	61,462	212,631	264,058	23,066	104,100
CYBERSECURITY	897	8,899	55,000	614	7,100
CONTRACTUAL REPAIR	5,169	13,009	14,003	-	-
MAINTENANCE CONTRACTS	284,400	457,168	769,800	597,238	788,435
COMMUNICATION	140,196	136,684	227,848	135,967	143,000
MOBILE DEVICES/CELL PHONES	82,863	83,603	99,600	96,937	99,600
PRINTER LEASE	29,447	24,908	32,088	35,087	32,088
TRAINING	82	751	10,000	535	10,000
PURCHASING	573	524	3,500	1,696	3,560
COMPUTER EQUIPMENT	90,349	58,949	55,800	41,535	51,500
TOTAL	$ 1,099,249	$ 1,506,609	$ 2,118,016	$ 1,428,949	$ 1,954,891

Actual Expenditure Trend
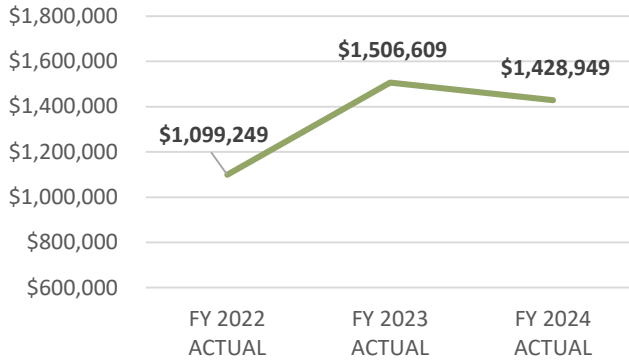
In FY 2023, expenses increased 37.1% or $407,360 over FY 2022. FY 2024 expenses have decreased 5.2% or $77,660 over FY 2023.

Expenditure FY 2024 vs FY 2025
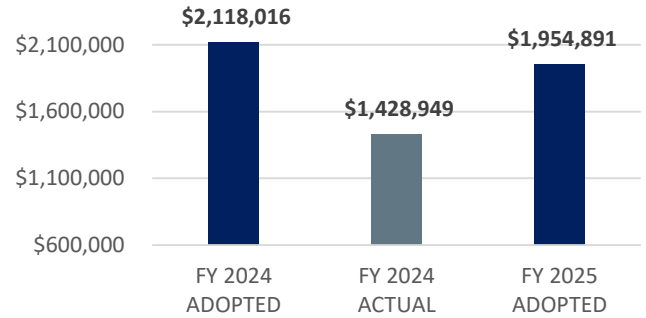
In FY 2024, the total adopted budget for the IT department was $2,118,016. FY 2024 expenses totaled $1,428,949. The FY 2025 adopted budget for the department is $1,954,891.

Current Capital Asset Replacement Plan (CARP) Projects - IT

Project Name	FY25 2024-25	FY26 2025-26	FY27 2026-27	FY28 2027-28	Total
IT Infrastructure	65,000	71,500	77,550	84,205	298,255
Enterprise Resource Planning System	300,000	300,000	500,000	100,000	1,200,000

STAFF RECOMMENDATION

ATTACHMENTS

None.