Office of the Town Manager
Frank Cassidy

Warrenton Town Council
Carter Nevill, Mayor
Roy Francis, Ward 1
William Semple, Ward 2
Larry Kovalik, Ward 3
Michele O'Halloran, Ward 4
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

STAFF REPORT

Council Meeting Date:	September 9, 2025
Agenda Title:	Information Technology (IT) Department Financial Overview
Requested Action:	For information only
Department / Agency Lead:	Finance & Procurement
Staff Lead:	Brooke Campbell, Budget Manager

EXECUTIVE SUMMARY

Each month from August through January we will provide financial overviews of one or more departments as part of the council meeting agenda. The purpose of the financial overview is to provide a detailed look into each department's budget. Each financial overview will contain line-by-line detail on the relevant department's budget, a chart summarizing the trend in actual expenditures, and a chart summarizing budget versus actual spending. Departments will provide separate reports and presentations detailing their operations.

As a result, each department will have the opportunity to present, and the council will have the opportunity to review their financial information before the delivery of the proposed budget on April 1st.

BACKGROUND

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.

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

Expenditure

ACCOUNT NAME	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ADOPTED	FY 2025 TO DATE	FY 2026 ADOPTED
PERSONNEL SUBTOTAL	509,482	496,275	715,508	693,800	751,183
PROFESSIONAL SERVICES	225,640	23,066	104,100	35,597	81,900
CYBERSECURITY	8,899	614	7,100	13,272	15,664
MAINTENANCE CONTRACTS	457,168	597,238	788,435	582,595	891,118
COMMUNICATION	136,684	135,967	143,000	117,456	143,000
MOBILE DEVICES/CELL PHONES	83,603	96,937	99,600	95,047	99,600
PRINTER LEASE	24,908	35,087	32,088	38,766	35,669
TRAINING	751	535	10,000	1,460	10,840
PURCHASING	524	1,696	3,560	2,232	3,560
COMPUTER EQUIPMENT	29,675	36,782	51,500	45,119	35,000
TOTAL	$ 1,477,335	$ 1,424,197	$ 1,954,891	$ 1,625,344	$2,067,534

Actual Expenditure Trend

Expenditure FY 2025 vs FY 2026
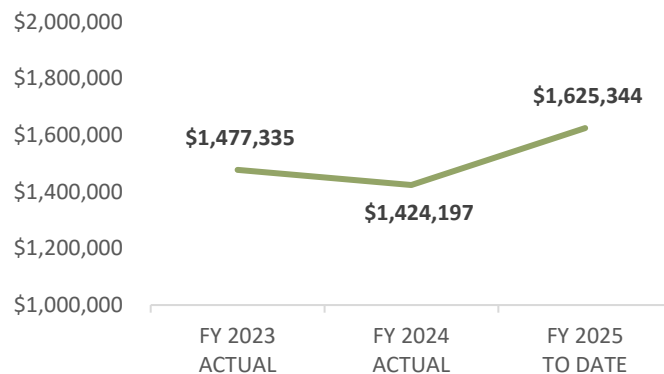
In FY 2024, expenses decreased 3.6% or $53,139 over FY 2023. FY 2025 expenses have increased 14% or $291,148 over FY 2024. Please note that in FY 2024 IT personnel costs were allocated across funds. Starting in FY 2025, all IT personnel costs are captured in this department and enterprise funds provide a transfer to the General Fund to account for services provided.
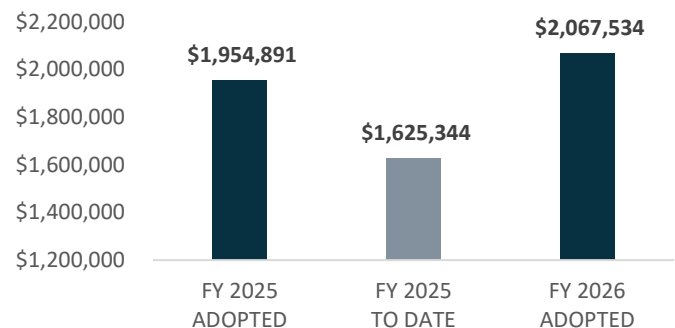
In FY 2025, the total adopted budget for the IT department was $1,954,891. FY 2025 expenses to date total $1,625,344 The FY 2026 adopted budget for the department is $2,067,534.

Current Capital Asset Replacement Plan (CARP) Projects - IT

Project Name	FY26 2025-26	FY27 2026-27	FY28 2027-28	Total
IT Infrastructure	$ 35,000	$ 77,550	$ 84,205	$196,755
Enterprise Resource Planning System	300,000	500,000	100,000	900,000

STAFF RECOMMENDATION

ATTACHMENTS

None.