



Town of
WARSAW
Heart of Virginia's Northern Neck

Town Council Meeting Agenda

May 08, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

www.townofwarsaw.com

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
 - [a.](#) Agenda
 - [b.](#) Minutes – April 2025
 - [c.](#) Financial Report – April 2025
4. **Public Hearing**
 - [a.](#) Town of Warsaw Fiscal Year 2026 Budget
5. **Public Comment**
6. **Reports**
 - [a.](#) Mayor's Report
 - [b.](#) Town Manager's Report
 - [c.](#) Police Report
 - [d.](#) Director of Public Works Report
 - [e.](#) Council Committee Reports
 - [f.](#) Planning Commission Report
 - [g.](#) Northern Neck Regional Jail Report
7. **Old Business**
 - [a.](#) Reports
 - i. 74 Main Street
 - ii. Well Replacement Project
 - iii. DHCD Housing Project
8. **New Business**
 - [a.](#) Northern Neck Regional Jail Budget Discussion & Adoption
9. **Council Members - Closing Comments**
10. **Adjournment**



Town Council Agenda

May 8th, 2025 – 6:00 P.M.

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3. Approval of Consent Agenda
 - a. Agenda
 - b. Minutes – April 2025
 - c. Financial Report – April 2025
4. Public Hearing – Town of Warsaw Fiscal Year 2026 Budget
5. Public Comment
6. Reports
 - a. Mayor’s Report
 - b. Town Manager’s Report
 - c. Police Chief’s Report
 - d. Director of Public Works Report
 - e. Council Committee Reports
 - f. Planning Commission Report
 - g. Northern Neck Regional Jail Report
7. Old Business
 - a. Project Updates
 - i. 74 Main Street
 - ii. Well Replacement Project
 - iii. DHCD Housing Project
8. New Business
 - a. Northern Neck Regional Jail Budget Discussion & Adoption
9. Council Members - Closing Comments
10. Adjournment

MINUTES
WARSAW TOWN COUNCIL
REGULAR MEETING & PUBLIC HEARING
APRIL 10, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting and a public hearing on Thursday, April 10, 2025, at 6:00 p.m. in Council Chambers at 78 Belle Ville Lane, Warsaw, VA. Council Members Present: Mayor Randall L. Phelps, Vice-Mayor Paul G. Yackel, Mary Beth Bryant, Jonathan English, Rebecca Hubert, Daphne Palmore, Ralph Self, and Bobby Walters. Councilmembers absent: None.

Town staff present: Assistant Town Manager Melissa Coates, Chief of Police Sean Peterson, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There was one other person present in the Council Chambers.

CALL TO ORDER

Mayor Phelps called the meeting to order at 6:00 p.m. and then led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA:

The Vice-Mayor amended the agenda by removing the budget presentation from item 8A under new business. The budget presentation was rescheduled for a special meeting on April 17, 2025, at 6:00 p.m.

Councilwoman Hubert moved to approve the amended consent agenda. The motion was seconded by Councilman Self and carried with the following votes:

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

PUBLIC HEARING – Rappahannock Community College Health Sciences Building Conditional Use Permit (Training Facility in a R-12 Zone)

Mayor Phelps opened the public hearing by stating that parcel #16A3(A)24 is located in a R-12 zoning district and needs to have its conditional use permit request approved before Rappahannock Community College can begin construction of its new Health Sciences Building on the site. Mayor Phelps opened the floor for comments from the public. There being none, Mayor Phelps closed the floor to the public. Mayor Phelps opened the floor to Town Council members for questions. Vice-Mayor Yackel asked where the building site is located. It is located on the lot adjacent to the Chinn House along Rte. 360. Mrs. Coates reported that the Planning Commission did meet regarding the conditional use request and voted unanimously to recommend approval with no conditions. There being no further discussion, Mayor Phelps closed the public hearing.

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments. There being none, Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYOR'S REPORT: Mayor Phelps generally defers his comments. However, he did have two unrelated, yet related issues that he felt were cool. Two members of the public contacted him last week, asking about the faces in the trees at the Enchanted Forest. They were asking questions so they could bring their grandchildren. These two individuals were from different families and different towns.

TOWN MANAGER'S REPORT:

Mrs. Coates presented the Town Manager's report in Mr. Quesenberry's absence. The Town Manager's report reviewed the budget creation process, an update on the mural project, plans for a Town Council retreat, an update on the Woodland Heights Subdivision, the purchase contract for the property held by Richmond County, kitchen renovations, and the community market. A copy of the Town Manager's report has been attached to these minutes as Attachment 1. Mayor Phelps added that he asked Mrs. Coates to look into a retreat for Council members as an educational piece, and that we can craft it how we want it to look. We can discuss the topics that our members want to learn more about.

POLICE REPORT:

A copy of the monthly police report was included in the Town Council packet and is attached to these minutes as Attachment 2. In addition to his report, Chief Peterson said he has launched the Warsaw PD 411 informational update and Friday Fast Facts with Chief Peterson on the police department's Facebook page. Chief Peterson has applied for two grants for the Warsaw Police Department. One is a 100% funded wellness grant. The other is a justice grant that covers up to 75% of equipment and software needs for agencies. Chief Peterson announced that he recently celebrated his first anniversary. Chief Peterson is working on a year-in-review report to present to the Town Council at the next meeting.

Councilman Self inquired about the numerous calls to 471 Main Street in the report. Chief Peterson replied that the Probation and Parole office is located in town. Probation and Parole can call numerous times per day.

Councilman Walters inquired if Chief Peterson had received any complaints or incidents when exiting Rappahannock Community College, with the library sign placed so close to the road. Chief Peterson has not, but would look into it.

PUBLIC WORKS REPORT:

Mr. Jesse Schools, the Town's Public Works Director, was not present at the meeting, but his report was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3.

Mrs. Coates added that the Planning Commission and Town Council were offered a wastewater treatment plant tour on Wednesday. Councilman Self and Planning Commission member Molly Barbee, along with some members of our staff, could attend. It was a very informative look at the plant's workings. Another tour will be offered soon, but that fits better into everyone's schedule.

Councilman Self added that our plant staff know the processes necessary to run our wastewater plant successfully. Councilman Self commended the plant staff for their work to keep the plant operational.

COUNCIL COMMITTEE REPORT:

Vice-Mayor Yackel reported that the Personnel Committee met in closed session to complete the police chief's annual review.

PLANNING COMMISSION: The Planning Commission met and discussed the conditional use permit request for Rappahannock Community College. Councilwoman Palmore added that Mrs. Coates has registered several Planning Commissioners for a training session in August.

NORTHERN NECK REGIONAL JAIL REPORT: Vice-Mayor Yackel reported that the jail board did not meet. The meeting has been postponed one week and will be held at the annual dinner. He hopes everyone has received their invitation and if they have not responded please do so soon, as they need to plan for the number of people coming.

OLD BUSINESS

PROJECTS UPDATE:

74 Main Street: Mrs. Coates reported that there is no substantial update to the project. There has been some activity, but we are still waiting for the electrical upgrades by Dominion

Well Replacement Project: Mrs. Coates reported that a quote was received today from a different company that did come in for less. However, the project will go out for formal bids but we hope to have a better idea on what the project will cost now. **DHCD Housing Project:** The project management and the board members meet on the third Tuesday of the month. The rehab project, which consists of three homes, are in process now. The projects that are complete rebuilds will be going out to bid shortly.

PROJECTS UPDATE:

Rappahannock Community College Health Sciences Building Conditional Use Permit (Training Facility in a R-12 Zone)

Mayor Phelps reviewed that proper procedure had been followed and that it was time for the Town Council to decide if they wanted to approve the request from Rappahannock Community College.

Councilman Self moved to approve the request by Rappahannock Community College for a conditional use permit to operate a training facility in a R-12 zone. Councilman Walters seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

NEW BUSINESS:

FY 2025-2026 BUDGET PRESENTATION: Mayor Phelps restated that the budget presentation would not be able to be presented tonight. Mayor Phelps then called for a Special Meeting to be held on April 17, 2025, at 6:00 p.m. in the Town Council Chambers for the purpose of the FY 2025-2026 budget presentation.

SCHEDULE PUBLIC HEARING – TOWN OF WARSAW FY26 BUDGET – THURSDAY, MAY 8TH, 2025: Mayor Phelps stated a public hearing was needed at the next regular meeting to allow the public a chance to speak their opinions concerning the proposed budget.

Councilwoman Bryant moved to schedule the budget public hearing for Thursday, May 8th, 2025, at 6:00 p.m. Councilwoman Palmore seconded the motion, which carried with the following votes.

Randall L. Phelps	Aye	Paul G. Yackel	Aye
Mary Beth Bryant	Aye	Jonathan English	Aye
Rebecca Hubert	Aye	Daphne Palmore	Aye
Ralph Self	Aye	Bobby Walters	Aye

Councilman English inquired about the sand filters at the Wastewater Plant. He noted the report said two of the three filters were replaced. Mrs. Coates responded that they haven't been replaced but repaired. Public Works was able to find someone that is extremely knowledgeable of our filter system and he has been able to bring two of the filters back online. We anticipate being able to get the third one back up and running soon.

CLOSING COMMENTS:

- Councilman Self is looking forward to the upcoming Community Market being held on Saturday. He encourages everyone invited to attend the jail board dinner, it is a nice event.
- Councilwoman Hubert is looking forward to RCC breaking ground on their new building. She is sorry that she missed the tour of the plant.
- Councilman Walters said it was good to see everyone again and thank you for answering his questions. He hoped he hadn't asked too many.

- Councilwoman Palmore was sorry that she missed the tour. She also congratulated Chief Peterson on his one-year anniversary.
- Councilman English stated he was sorry he missed the tour but was at the Virginia Regional Jail Conference. He went on to thank each Town Council member for the work they do for their community, with no pay. Anyone can get on Facebook or stand at the podium and say things they think or have heard, without any facts, but the Town Council continues to make decisions based on facts. To close his comments, he shared a quote by Teddy Roosevelt, "It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat."
- Councilwoman Bryant stated it was a good meeting and she reported that she would like to attend the Jail Board meeting dinner.
- Vice-Mayor Yackel stated that it had been some time since the Personnel Committee had been able to complete an annual review of the Police Chief, so it was good to be able to do it again. In closings, he inquired what happened to the Children at Play sign that was at the road in front of his home. It was determined that maybe during the snow, one of the snow plows may have taken it down. Mrs. Coates would see that another one was installed.

There being no further business, Mayor Phelps adjourned the meeting at 6:36 p.m.


Submitted by: Julia Blackley- Rice, Clerk



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 04/10/2025

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of March and the beginning of April. As always, please let me know if you have any questions or wish to discuss any items further.

1. Budget Creation

Thank you to our Department Heads and Council Members for another successful budget process. Although this is the most difficult budget I have worked on during my tenure, we still showcase that our Town is fair in terms of rates and taxes, all expenses are covered, and reserves remain strong. I look forward to working with you during the budget adoption process for FY26.

2. Mural Project Update

Please see the first draft of the proposed mural attached to this correspondence. Our muralist is renowned across the Commonwealth for his beautiful works, and I look forward to working with him here in Warsaw. This is the fourth year of our "one mural per year"

project, and it's the largest mural we've ever worked on, measuring in at nearly 140 feet in length. I look forward to working with you next month to secure an approval for the rendering, with the project to start sometime in June.

3. Town Council Retreat

Many Councils and Boards across the Commonwealth and beyond participate in annual retreats, wherein they work on team building, strategic planning, review laws and regulations, and build comradery amongst their members. I have reached out to the Virginia Institute of Government at UVA, of which the Town of Warsaw is apart of, and have asked them to work us in their schedule for a retreat. I will be in touch soon regarding this and getting it scheduled.

4. Woodland Heights Subdivision

We have been working with our attorney regarding a subdivision by applicants Gregory Packett and Vertical Builders along Woodland Heights. The subdivision will be no more than nine (9) homes, located along the former Bill Northern property. The subdivision did not follow proper application methods, so we are currently working to ensure it falls within the parameters of what can be approved in Town – i.e., paved driveways, landscaping, acceptable elevations/renderings, setbacks, lighting, stormwater, etc. We hope to have a resolution regarding this soon, and I will keep you up to date should this become a legal matter

5. Purchase Contract – County Property

We have been made aware of a proposed purchase contract by a residential developer on the land owned by the County within the Town limits, located along Hamilton Boulevard. We are not aware of any official plans, nor have any been submitted to our office, but it seems to be a large subdivision with a small commercial component. As soon as we receive formal documentation, we will reach out to the Planning Commission and Council to begin the review process.

6. Kitchen Renovations

As you may have seen, we are currently undergoing renovations to make our office hallway ADA compliant and to add a refrigerator to our kitchen area. We are also having spray insulation added within the walls due to the noise levels of day-to-day operations. We apologize for any inconvenience and hope to have this work completed by the end of June.

7. Community Market

It's almost that time of year again! The Warsaw Community Market will kick off the 2025 season on Saturday, April 12th from 9AM to 2PM at the Warsaw Town Park, across from EggSpresso. Please come out and support our local vendors!



Warsaw Police Department

From the desk of Chief Sean L. Peterson



MONTHLY ACTIVITY REPORT March 1-31, 2025

Total calls for service:

Section I: Arrests (9)

DATE	CASE	OFFENSE	BLK / STREET
3/4/2025	2025-000027	19.2-306 – Revocation of suspension of sentence and probation	471 Main Street
3/6/2025	2025-000029	19.2-306 - Revocation of suspension of sentence and probation	471 Main Street
3/17/2025	2025-000033	53.1-149 – Misdemeanor Probation Violation	471 Main Street
3/21/2025	2025-000040	53.1-149 – Felony Probation Violation	471 Main Street
3/25/2025	2025-000036	53.1-149 – Felony Probation Violation	471 Main Street
3/27/2025	2025-000041	53.1-149 – Misdemeanor Probation Violation	471 Main Street
3/30/2025	2025-000035	53.1-149 – Felony Probation Violation	471 Main Street
3/30/2025	2025-000037	53.1-149 – Felony Probation Violation	471 Main Street
3/30/2025	2025-000034	53.1-149 – Felony Probation Violation	471 Main Street

Section III: Traffic

Driving on suspended/Revoked License	0
Reckless Driving	0
Distracted Driving	0
Speeding	0
Expired Inspection	0
Expired / Improper VA Tag	0
Town Citations Issued	2
All other traffic summons	11
Reportable traffic crashes	2
Traffic Warnings	4

Section IV: Community Engagement

Neighborhood Select Patrols	145
Business Checks	211
Community Events	6

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Humblin

Rebecca C. Hubert

Ralph W. Self

8 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone: (804) 333-3737 | <http://www.townofwarsaw.com>

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 4/10/2025

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of March. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for March – 185,200 gallons, a decrease of 7,100 gals from the month of February average daily flow.

Maximum Influent flow for March – 328,600 gallons, an increase of 72,000 gals from the month of February max flow. (Due to heavy rainfall)

Nutrient Sampling Results

For March, the average effluent Total Nitrogen (TN) concentration was 3.97 mg/l, within the limits of our permit.

For February, the average effluent Total Phosphorus (TP) concentration was 0.20 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The Treatment Plant experienced an increase in ammonia early in the month of March. After evaluation, necessary changes were quickly implemented that restored optimum treatment.

Operators serviced equipment as to our preventive maintenance program.

Plant staff surveyed and cleaned all the lamps that service the UV disinfectant system.

Completed and submitted our monthly operations report.

Ordered necessary supplies.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Juha Blackley - Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO Section 3, Item b.

Randall L. Phelps - *Mayor*

Paul G. Yackel - *Town Manager*

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Laron H. Hamblo

Rebecca C. Hubert

Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

Staff working with Power and Flow field tech have restored two of our sand filters to normal service. Currently, we are working on sand filter three.

Plant effluent samples taken and tested for the month of March met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of March we are at a 3rd water loss. Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Staff also completed state selected bacteria samples; all results came back absent.

The water department also checked sewage/pump stations each day.

Staff also experienced a water leak at our Well #3 lot, due to the unforeseen issue and the extensive infrastructure in this area, we hired a contractor to remedy the problem. An 8-inch (1) between 3 separate water valves was the problem. Contractors worked quickly, replacing about 10' of line, along with (2) 22 degree fittings and gaskets at the T.

-Refuse Department

For the month of February town staff made 15 trips to the landfill totaling 121 tons or 242,000 pounds of trash.

Truck #5 quote for repair has been approved and progress is being made, found that the wear shoe for the body had broken, which was causing a bind on the driver side body pin.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Helped at our WWTP when needed, along with the Water Dept.

Took care of the bathrooms and grounds at the Town Park.

Staff have also started weeding flower beds and spreading mulch throughout town.

Replaced Winter banners with Spring banners.

Monthly Water Loss Report

Section 3, Item b.

Water System:

For the Month of: Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **5,203,200 gallons**

Sold: Residential gallons

Total Sold = **5,030,821 gallons**

B: Difference: (Produced+Purchased) - Sold = **172,379 gallons**

% Difference = **3 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="5,000"/>	gallons
Hydrant Flushing	<input type="text" value="1,500"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="5,000"/>	gallons
Fire Department Use	<input type="text" value="0"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,200"/>	gallons
Town watering flowers	<input type="text" value="0"/>	gallons
Office/Police Dept.	<input type="text" value="2,500"/>	gallons
Pool	<input type="text" value="0"/>	gallons
Amount in storage tanks	<input type="text" value="0"/>	gallons

C: Total Gallons Accounted For = **22,700 gallons**

Loss: Unaccounted-for Water: (B-C) = **149,679 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **3 % unaccounted - for loss**

days in billing period

Gallons / Day Loss = **4,989 gallons/day**

Gallons / Minute Loss = **3 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
10-300-0000 PERMITS & FEES	2,500	0.00	1,340.00	1,340.00	3,290.00	790.00	132%
10-301-0000 S W USER FEE - COMMERCIAL	166,500	0.00	15,375.00	15,375.00	159,255.00	(7,245.00)	96%
10-301-5000 SW USER FEE - RESIDENTIAL	88,000	0.00	7,425.00	7,425.00	74,350.40	(13,649.60)	84%
10-305-0000 REAL ESTATE TAXES	260,000	0.00	3.09	3.09	283,433.56	23,433.56	109%
10-306-0000 PERSONAL PROPERTY TAXES	140,000	0.00	108.40	108.40	173,842.59	33,842.59	124%
10-307-0000 PPTRA	17,365	0.00	0.00	0.00	17,365.30	0.30	100%
10-310-0000 BANK FRANCHISE TAX	170,000	0.00	0.00	0.00	0.00	(170,000.00)	
10-315-0000 BUSINESS LICENSES	130,000	0.00	4,969.13	4,969.13	176,751.30	46,751.30	136%
10-320-0000 VEHICLE TAX/DECALS	35,000	0.00	0.00	0.00	37,858.34	2,858.34	108%
10-325-0000 STATE SALES TAX	100,000	0.00	8,348.48	8,348.48	110,239.50	10,239.50	110%
10-326-0000 MEALS TAX	635,000	0.00	70,369.74	70,369.74	571,600.17	(63,399.83)	90%
10-327-0000 LODGING TAX	43,000	0.00	4,427.99	4,427.99	35,163.71	(7,836.29)	82%
10-328-0000 CIGARETTE TAX	80,000	0.00	0.00	0.00	47,835.04	(32,164.96)	60%
10-330-0000 FINES	35,000	0.00	2,815.99	2,815.99	27,456.81	(7,543.19)	78%
10-345-0000 INTEREST INCOME/GEN	10,000	0.00	0.00	0.00	14,137.51	4,137.51	141%
10-355-0000 LAW ENFORCEMENT ASS'T	34,500	0.00	0.00	0.00	36,729.08	2,229.08	106%
10-360-0000 UTILITY/CONSMPTION TX	13,500	0.00	1,351.17	1,351.17	14,710.08	1,210.08	109%
10-361-0000 COMMUNICATIONS TAX	29,000	0.00	2,476.74	2,476.74	25,330.83	(3,669.17)	87%
10-365-0000 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-375-0000 CABLE TV LEASE	3,000	0.00	0.00	0.00	3,000.00	0.00	100%
10-376-0000 BILLBOARD REVENUE	1,750	0.00	0.00	0.00	1,850.00	100.00	106%
10-377-0000 COMMUNITY MARKET	50	0.00	0.00	0.00	0.00	(50.00)	
10-381-0000 REVOLVING LOAN FUND REPAYMENTS	12,000	0.00	0.00	0.00	11,826.04	(173.96)	99%
10-390-0000 MISC/INCOME	4,000	0.00	0.00	0.00	(4.35)	(4,004.35)	0%
10-390-0050 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	0.00	221,223.97	(1,278,776.03)	15%

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-390-0900 GRANTS - IRF	0	0.00	0.00	0.00	173,413.90	173,413.90	
10-390-0975 GRANT - HOUSING/PLANNING	632,534	0.00	0.00	0.00	3,594.00	(628,940.00)	1%
10-391-0000 GRANTS/DMV	7,200	0.00	449.42	449.42	2,613.42	(4,586.58)	36%
10-392-0000 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	(3,000.00)	
10-396-0000 RICHCO/ HAUL FEE	12,000	0.00	1,205.01	1,205.01	10,102.95	(1,897.05)	84%
10-397-0000 TRASH DUMPSTERS	10,000	0.00	1,042.00	1,042.00	9,471.58	(528.42)	95%
10-398-0000 POLICE CAR RESERVES	0	0.00	0.00	0.00	52,000.00	52,000.00	
10-398-0005 REFUSE DUMPSTER/RESERVES	0	0.00	0.00	0.00	135.00	135.00	
10-399-0005 LOAN PROCEEDS	277,464	0.00	0.00	0.00	290,700.00	13,236.00	105%
10-399-5000 SPECIAL EVENTS (REVENUE)	30,000	0.00	30.00	30.00	21,630.00	(8,370.00)	72%
Revenues Totals:	4,497,363	0.00	121,737.16	121,737.16	2,625,905.73	(1,871,457.27)	58%
Expenses							
10-420-0200 SALARIES/ADM	360,000	0.00	28,592.00	28,592.00	310,867.31	49,132.69	86%
10-420-0201 OT/BONUS - ADMIN	3,000	0.00	8.75	8.75	2,883.74	116.26	96%
10-420-0500 PAYROLL TAXES/ADM	27,300	0.00	2,123.59	2,123.59	23,441.92	3,858.08	86%
10-420-0600 SHORT&LONG TERM DISABILITY	1,965	0.00	140.29	140.29	1,402.90	562.10	71%
10-420-0700 RETIREMENT-LI/ADM	38,955	0.00	0.00	0.00	23,058.40	15,896.60	59%
10-420-0900 MEDICAL INS/ADM	53,880	0.00	3,592.00	3,592.00	44,002.00	9,878.00	82%
10-420-1000 EDUCATION/PROF DEVELOPMT	2,000	0.00	4,779.97	4,779.97	5,649.97	(3,649.97)	282%
10-420-1100 TELEPHONE/OFFICE	8,250	0.00	548.16	548.16	5,999.84	2,250.16	73%
10-420-1300 ELECTRICITY/OFFICE	5,000	0.00	0.00	0.00	3,421.58	1,578.42	68%
10-420-1400 MTGS/CONFERENCES/ADM	9,000	0.00	0.00	0.00	4,614.99	4,385.01	51%
10-420-1500 BLDGS/GROUNDS/MAINTENANCE	18,000	0.00	209.50	209.50	30,207.65	(12,207.65)	168%
10-420-1900 CIGARETTE TAX STAMPS	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-420-2200 AUDIT	14,000	0.00	0.00	0.00	1,050.00	12,950.00	8%

Budget vs Actual

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Period Ending 4/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-420-2300 LEGAL SERVICES	25,000	0.00	5,130.00	5,130.00	37,124.49	(12,124.49)	148%
10-420-2600 ADVERTISING	30,000	0.00	1,595.68	1,595.68	37,247.68	(7,247.68)	124%
10-420-3100 AUTO O/M-ADM EXPENSE	4,500	0.00	280.85	280.85	4,620.11	(120.11)	103%
10-420-3200 OFFICE SUPPLIES	13,000	0.00	1,121.94	1,121.94	21,603.32	(8,603.32)	166%
10-420-3300 PRINTING/REPORTS/MAPPING	250	0.00	0.00	0.00	100.00	150.00	40%
10-420-3400 COMPUTER SUPPORT FEE	17,000	0.00	1,756.20	1,756.20	18,847.43	(1,847.43)	111%
10-420-3450 COMPUTER O/M	6,500	0.00	0.00	0.00	2,750.60	3,749.40	42%
10-420-4000 RECODIFICATION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5298 DMV STOP FEES	400	0.00	0.00	0.00	65.00	335.00	16%
10-420-5300 DUES	2,500	0.00	119.99	119.99	3,512.82	(1,012.82)	141%
10-420-5350 SAFETY PROGRAM	1,000	0.00	0.00	0.00	67.40	932.60	7%
10-420-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	16,521.52	1,978.48	89%
10-420-5500 COUNCIL EXPENSE	10,000	0.00	0.00	0.00	8,603.02	1,396.98	86%
10-420-5600 ELECTION EXPENSE	1,000	0.00	0.00	0.00	0.00	1,000.00	
10-420-5700 MISCELLANEOUS/ADM	8,500	0.00	367.64	367.64	9,304.75	(804.75)	109%
10-420-5900 ECONOMIC DEVELOPMENT	39,400	0.00	1,017.00	1,017.00	34,864.50	4,535.50	88%
10-420-5950 ECONOMIC DEVLEOPMENT - BUSINESS LOANS	0	0.00	0.00	0.00	10,000.00	(10,000.00)	
ADMINISTRATION Totals:	724,900	0.00	51,383.56	51,383.56	661,832.94	63,067.06	91%

Budget vs Actual

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Period Ending 4/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-0200 SALARIES/WPD	268,000	0.00	21,874.88	21,874.88	255,259.21	12,740.79	95%
10-510-0201 OT/BONUS - WPD	10,000	0.00	4,922.95	4,922.95	22,658.21	(12,658.21)	227%
10-510-0500 PAYROLL TAXES/WPD	20,500	0.00	2,053.65	2,053.65	21,469.85	(969.85)	105%
10-510-0600 SHORT&LONG TERM DISABILITY	990	0.00	824.25	824.25	1,518.96	(528.96)	153%
10-510-0700 RETIREMENT/LI/WPD	19,640	0.00	0.00	0.00	17,056.92	2,583.08	87%
10-510-0820 LINE OF DUTY ACT	2,500	0.00	0.00	0.00	2,550.84	(50.84)	102%
10-510-0900 MEDICAL INSURANCE/WPD	32,328	0.00	2,694.00	2,694.00	24,246.00	8,082.00	75%
10-510-1000 PROFESSIONAL DEVELOP/WPD	2,000	0.00	0.00	0.00	722.90	1,277.10	36%
10-510-1100 LEGAL FEES/WPD	10,000	0.00	0.00	0.00	521.02	9,478.98	5%
10-510-2000 Electricity - WPD	2,300	0.00	182.36	182.36	2,056.02	243.98	89%
10-510-2100 Grounds/Maintenance - WPD	9,000	0.00	0.00	0.00	9,907.83	(907.83)	110%
10-510-3100 AUTO O/M-WPD	25,000	0.00	756.26	756.26	17,614.28	7,385.72	70%
10-510-3200 UNIFORMS/SUPPLIES/WPD	5,000	0.00	730.64	730.64	8,633.00	(3,633.00)	173%
10-510-3210 POLICE SUPPLIES	6,500	0.00	40.54	40.54	11,159.25	(4,659.25)	172%
10-510-3220 OFFICE SUPPLIES	3,000	0.00	431.46	431.46	7,982.85	(4,982.85)	266%
10-510-3230 OFFICE EQUIP/RESERVES	1,500	0.00	0.00	0.00	0.00	1,500.00	
10-510-3240 EVIDENCE SECURITY	500	0.00	0.00	0.00	0.00	500.00	
10-510-3400 TECH SUPPORT/WPD	10,000	0.00	1,786.80	1,786.80	23,106.47	(13,106.47)	231%
10-510-3500 TELECOMMUNICATIONS	9,000	0.00	548.27	548.27	7,400.03	1,599.97	82%
10-510-3603 GRANTS/DCJS	3,000	0.00	0.00	0.00	0.00	3,000.00	
10-510-3701 COMMUNITY SERVICE	1,500	0.00	0.00	0.00	3,150.37	(1,650.37)	210%
10-510-3710 GRANT/DMV	0	0.00	0.00	0.00	2,427.14	(2,427.14)	
10-510-3712 Police Radios/Reserves	5,000	0.00	0.00	0.00	0.00	5,000.00	
10-510-4100 POLICE BODY CAMERAS	6,286	0.00	0.00	0.00	0.00	6,286.00	
10-510-4200 POLICE ACADEMY	2,000	0.00	0.00	0.00	2,072.35	(72.35)	104%
10-510-4210 ADVERTISING	500	0.00	0.00	0.00	1,117.65	(617.65)	224%
10-510-5300 DUES	3,000	0.00	0.00	0.00	721.80	2,278.20	24%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-510-5310 BOOKS & SUBSCRIPTIONS	250	0.00	0.00	0.00	0.00	250.00	
10-510-5400 INSURANCE/RISK MANAGEMENT	18,500	0.00	0.00	0.00	15,671.24	2,828.76	85%
10-510-6100 RESERVE TRANSFERS	15,000	0.00	0.00	0.00	0.00	15,000.00	
WARSAW POLICE DEPT Totals:	492,794	0.00	36,846.06	36,846.06	459,024.19	33,769.81	93%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-0200 SALARIES/PS	195,000	0.00	13,948.30	13,948.30	172,715.62	22,284.38	89%
10-550-0201 OT/BONUS - PS	5,000	0.00	560.00	560.00	8,805.74	(3,805.74)	176%
10-550-0500 PAYROLL TAXES/PS	16,250	0.00	1,111.52	1,111.52	22,222.50	(5,972.50)	137%
10-550-0600 SHORT&LONG TERM DISABILITY	950	0.00	52.84	52.84	693.91	256.09	73%
10-550-0700 RETIREMENT/LI/PS	18,570	0.00	0.00	0.00	11,702.05	6,867.95	63%
10-550-0900 MEDICAL INS/PS	43,104	0.00	3,592.00	3,592.00	35,920.00	7,184.00	83%
10-550-1100 TELEPHONES - PUBLIC SERVICE	3,500	0.00	315.93	315.93	2,457.90	1,042.10	70%
10-550-1300 ELECTRICITY-TOWNPARK	5,000	0.00	473.72	473.72	3,408.81	1,591.19	68%
10-550-1700 REPAIRS/TRASH TRUCK	25,000	0.00	716.41	716.41	8,733.99	16,266.01	35%
10-550-2000 Dog Park	2,000	0.00	0.00	0.00	0.00	2,000.00	
10-550-2100 Fountain - Main Street	500	0.00	0.00	0.00	50.35	449.65	10%
10-550-3100 OPERATION/TRASH TRK	29,000	0.00	1,527.81	1,527.81	17,636.76	11,363.24	61%
10-550-3150 VEHICLE M&O/PS	11,000	0.00	1,560.82	1,560.82	7,076.25	3,923.75	64%
10-550-3200 UNIFORMS/ETC	2,500	0.00	125.00	125.00	1,095.01	1,404.99	44%
10-550-3300 EQPT/SUPPLIES/PS	2,000	0.00	193.73	193.73	2,798.80	(798.80)	140%
10-550-3400 SAFETY EQUIPMENT	1,000	0.00	0.00	0.00	223.33	776.67	22%
10-550-3500 TRASH DUMPSTER EXPENSE	10,000	0.00	0.00	0.00	17,743.00	(7,743.00)	177%
10-550-3550 TOWN APPARELL	10,000	0.00	0.00	0.00	2,000.00	8,000.00	20%
10-550-3600 GRANTS-TRANSP-ALTERNATIVE-VDOT	1,500,000	0.00	0.00	0.00	119,278.53	1,380,721.47	8%
10-550-3700 BEAUTIFICATION	35,000	0.00	2,215.58	2,215.58	59,088.77	(24,088.77)	169%
10-550-3800 STREET LIGHTS	36,000	0.00	2,600.09	2,600.09	28,508.21	7,491.79	79%
10-550-3850 SIDEWALKS	30,000	0.00	0.00	0.00	30,000.00	0.00	100%
10-550-3900 ILIGHTING/CHRISTMAS	8,000	0.00	901.40	901.40	11,345.27	(3,345.27)	142%
10-550-3950 P/S SNOW REMOVAL	250	0.00	0.00	0.00	136.12	113.88	54%
10-550-4500 GRANTS - USDA COMMUNITY MARKET	0	0.00	0.00	0.00	2,438.00	(2,438.00)	
10-550-4600 GRANTS - IRF	0	0.00	0.00	0.00	102,264.06	(102,264.06)	

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-550-4700 GRANTS - DMV	7,200	0.00	0.00	0.00	0.00	7,200.00	
10-550-4850 GRANT - HOUSING/PLANNING (EXPENSE)	632,534	0.00	18,500.00	18,500.00	51,959.00	580,575.00	8%
10-550-5300 INSURANCE/RISK MANAGEMENT - PUBLIC SERVICE	18,500	0.00	0.00	0.00	15,671.24	2,828.76	85%
10-550-5500 MISCELLANEOUS/PARK	6,500	0.00	200.58	200.58	3,773.70	2,726.30	58%
10-550-5700 MISCELLANEOUS/PS	1,500	0.00	0.00	0.00	985.38	514.62	66%
10-550-6000 CIP - PS	10,000	0.00	0.00	0.00	0.00	10,000.00	
10-550-6100 THE SADDLERY	6,500	0.00	420.17	420.17	4,108.42	2,391.58	63%
10-550-6200 THE BOUNDS	20,000	0.00	1,831.97	1,831.97	34,549.46	(14,549.46)	173%
10-550-6400 COMMUNITY MARKET	2,000	0.00	250.00	250.00	1,355.00	645.00	68%
10-550-6500 PROJECT CONTINGENCIES	66,600	0.00	2,779.75	2,779.75	26,440.12	40,159.88	40%
10-550-6600 74 MAIN STREET	0	0.00	0.00	0.00	201.81	(201.81)	
PUBLIC SERVICE Totals:	2,760,958	0.00	53,877.62	53,877.62	807,387.11	1,953,570.89	29%

Budget vs Actual

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Period Ending 4/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-600-6000 CHRISTMAS PARADE	2,000	0.00	0.00	0.00	1,955.61	44.39	98%
10-600-6100 NN TOURISM	1,200	0.00	0.00	0.00	0.00	1,200.00	
10-600-6200 FIRE DEPARTMENT	10,000	0.00	0.00	0.00	10,000.00	0.00	100%
10-600-6300 STATE FIRE INSURANCE	15,000	0.00	0.00	0.00	15,000.00	0.00	100%
10-600-6550 RCC TENNIS COURT REHAB PROJECT	5,000	0.00	0.00	0.00	15,000.00	(10,000.00)	300%
10-600-6600 PUBLIC LIBRARY	8,000	0.00	0.00	0.00	8,000.00	0.00	100%
10-600-6801 BUSINESS IMPROVEMENT GRANT	10,000	0.00	0.00	0.00	6,759.86	3,240.14	68%
10-600-6802 WARSAW/RC CHAMBER	3,000	0.00	0.00	0.00	3,000.00	0.00	100%
10-600-6850 MAIN STREET PROGRAM	3,000	0.00	0.00	0.00	4,200.00	(1,200.00)	140%
10-600-6900 WARSAW/RICH CO MUSEUM	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-6925 Richmond Co Animal Shelter	500	0.00	0.00	0.00	500.00	0.00	100%
10-600-6950 RICHMOND COUNTY LITTLE LEAGUE	500	0.00	0.00	0.00	500.00	0.00	100%
10-600-7000 RICHMOND COUNTY YMCA	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-7100 FIREWORKS FESTIVAL	750	0.00	0.00	0.00	750.00	0.00	100%
10-600-7400 RHS AFTER PROM	250	0.00	0.00	0.00	250.00	0.00	100%
10-600-8000 THE HAVEN SHELTER	1,000	0.00	0.00	0.00	1,000.00	0.00	100%
10-600-8100 VARIOUS CONTRIBUTIONS	1,606	0.00	0.00	0.00	500.00	1,106.00	31%
CONTRIBUTIONS Totals:	63,806	0.00	0.00	0.00	69,415.47	(5,609.47)	109%

Budget vs Actual

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-650-5000 SPECIAL EVENTS (EXPENSE)	40,000	0.00	1,470.50	1,470.50	80,038.95	(40,038.95)	200%
Totals:	40,000	0.00	1,470.50	1,470.50	80,038.95	(40,038.95)	200%

Budget vs Actual

Section 3, Item c.

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10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-998-0001 CAPITAL OUTLAYS	277,464	0.00	0.00	0.00	(7,401.00)	284,865.00	-3%
10-998-0002 CONTINGENCY/RESERVES	5,000	0.00	0.00	0.00	1,151.66	3,848.34	23%
10-998-0005 CONSTRUCTION - 74 MAIN STREET	0	0.00	0.00	0.00	15,500.00	(15,500.00)	
CAPITAL ITEM EXPENSE Totals:	282,464	0.00	0.00	0.00	9,250.66	273,213.34	3%

Budget vs Actual

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Period Ending 4/30/2025

10 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10-999-0001 TRASH TRK DEBT (5 YRS)	19,452	0.00	0.00	0.00	14,589.00	4,863.00	75%
10-999-0002 POLICE CARS DEBT (5 YRS)	11,065	0.00	0.00	0.00	8,307.00	2,758.00	75%
10-999-0003 STORMWATER FACILITY DEBT	38,157	0.00	3,179.78	3,179.78	31,797.80	6,359.20	83%
10-999-0004 WPD COMMUNICATION LOAN (USDA) - 5 YEAR	2,700	0.00	0.00	0.00	2,700.00	0.00	100%
10-999-0005 WPD POLICE DURANGOS CAR LOAN (5 YEARS)	8,256	0.00	0.00	0.00	6,192.00	2,064.00	75%
10-999-0006 ARPA FUNDS - EXPENSES	0	0.00	0.00	0.00	542,721.04	(542,721.04)	
10-999-0008 LOAN PAYMENT - 74 MAIN STREET	19,101	0.00	1,518.33	1,518.33	15,139.43	3,961.57	79%
10-999-0009 TRASH TRUCK DEBT (FY2025)	33,710	0.00	0.00	0.00	17,256.00	16,454.00	51%
DEBT SERVICE Totals:	132,441	0.00	4,698.11	4,698.11	638,702.27	(506,261.27)	482%

Budget vs Actual

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	Expenses Totals:	4,497,363	0.00	148,275.85	148,275.85	2,725,651.59	1,771,711.41	61%
10 GENERAL FUND	Revenues Over/(Under) Expenses:			(26,538.69)	(26,538.69)	(99,745.86)		

Budget vs Actual

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Period Ending 4/30/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
30-305-0000 WATER USER FEES	500,000	0.00	29,532.83	29,532.83	317,861.59	(182,138.41)	64%
30-309-0000 INTEREST INCOME CD	2,500	0.00	0.00	0.00	1,758.94	(741.06)	70%
30-380-0000 MISC INCOME	100	0.00	0.00	0.00	0.00	(100.00)	
30-390-3000 WELL REPLACEMENT	1,000,000	0.00	0.00	0.00	0.00	(1,000,000.00)	
Revenues Totals:	1,502,600	0.00	29,532.83	29,532.83	319,620.53	(1,182,979.47)	21%
Expenses							
30-810-0200 SALARIES/WATER	140,000	0.00	12,316.24	12,316.24	133,173.74	6,826.26	95%
30-810-0201 OT/BONUS - WATER	9,000	0.00	377.63	377.63	14,412.39	(5,412.39)	160%
30-810-0500 PAYROLL TAXES/WTR	10,450	0.00	855.50	855.50	10,607.54	(157.54)	102%
30-810-0600 SHORT&LONG TERM DISABILITY	680	0.00	50.64	50.64	506.40	173.60	74%
30-810-0700 RETIREMENT/LIFE INS/WTR	13,350	0.00	0.00	0.00	8,647.10	4,702.90	65%
30-810-0900 MEDICAL INS/WTR	39,876	0.00	1,796.00	1,796.00	24,068.00	15,808.00	60%
30-810-1100 TELEMETRY/TELEPHONE/WTR	3,000	0.00	151.94	151.94	1,862.13	1,137.87	62%
30-810-1300 ELECTRICITY/WELLS/WTR	32,000	0.00	0.00	0.00	26,323.66	5,676.34	82%
30-810-1600 MAINTENANCE/WELLS/WTR	5,500	0.00	0.00	0.00	4,860.06	639.94	88%
30-810-1700 MAINTENANCE TOWERS/WTR	45,000	0.00	0.00	0.00	39,855.82	5,144.18	89%
30-810-2200 AUDIT EXPENSE	6,000	0.00	0.00	0.00	1,050.00	4,950.00	18%
30-810-2700 TRACTOR M/O-WTR	2,000	0.00	13.48	13.48	89.87	1,910.13	4%
30-810-2800 BUSHHOG/MOWERS/WTR	2,300	0.00	100.00	100.00	1,070.59	1,229.41	47%
30-810-2900 EQUIPMENT/TOOLS/WTR	3,500	0.00	150.34	150.34	572.26	2,927.74	16%
30-810-3000 OFFICE EQUIPMENT/WTR	1,000	0.00	462.00	462.00	4,782.08	(3,782.08)	478%
30-810-3100 VEHICLE M/O-WTR	14,000	0.00	431.60	431.60	14,162.52	(162.52)	101%
30-810-3200 OFFICE SUPPLIES/WTR	2,500	0.00	248.54	248.54	3,109.04	(609.04)	124%
30-810-3300 SUPPLIES/WATER	5,000	0.00	0.00	0.00	3,042.49	1,957.51	61%
30-810-3400 SAFETY EQUIPMENT/WTR	1,000	0.00	0.00	0.00	556.76	443.24	56%
30-810-3500 BACKHOE M/O=WTR	1,000	0.00	0.00	0.00	653.90	346.10	65%

Budget vs Actual

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Period Ending 4/30/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-810-4000 UNIFORMS/ETC/WTR	2,500	0.00	125.00	125.00	809.26	1,690.74	32%
30-810-4100 MISS UTILITY GRIDS/WTR	500	0.00	13.80	13.80	129.95	370.05	26%
30-810-4300 INSTALL METER/CONN/WTR	5,000	0.00	0.00	0.00	2,391.62	2,608.38	48%
30-810-4400 BACKFLOW PROGRAMS	1,000	0.00	0.00	0.00	0.00	1,000.00	
30-810-4500 METER REPAIRS/WTR	2,000	0.00	0.00	0.00	1,499.38	500.62	75%
30-810-4600 WATER TESTING	3,500	0.00	433.35	433.35	1,777.14	1,722.86	51%
30-810-4700 WATER PERMIT	2,500	0.00	0.00	0.00	2,193.00	307.00	88%
30-810-4800 FIRE HYDRANT REPAIRS	1,000	0.00	0.00	0.00	1,108.49	(108.49)	111%
30-810-4900 CHLORINATION	10,000	0.00	0.00	0.00	8,942.32	1,057.68	89%
30-810-5100 REPAIRS/WATER LINE	12,000	0.00	184.68	184.68	3,845.31	8,154.69	32%
30-810-5400 INSURANCE/WATER	13,000	0.00	0.00	0.00	11,419.84	1,580.16	88%
30-810-5700 MISCELLANEOUS/WTR	2,000	0.00	0.00	0.00	755.77	1,244.23	38%
30-810-5900 TRAINING & LICENSING	500	0.00	300.00	300.00	985.00	(485.00)	197%
WATER DEPT Totals:	392,656	0.00	18,010.74	18,010.74	329,263.43	63,392.57	84%

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-998-0003 WATERLINE RESERVES	23,444	0.00	0.00	0.00	0.00	23,444.00	
30-998-0050 CIP-WATER	49,500	0.00	0.00	0.00	19,476.97	30,023.03	39%
30-998-1000 WELL REPLACEMENT EXPENSE	1,000,000	0.00	0.00	0.00	0.00	1,000,000.00	
CAPITAL ITEM EXPENSE Totals:	1,072,944	0.00	0.00	0.00	19,476.97	1,053,467.03	2%

Budget vs Actual

Section 3, Item c.

Town of Warsaw
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Period Ending 4/30/2025

30 WATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
30-999-0007 VRA WATER TOWER - BOND PAYMENT	37,000	0.00	0.00	0.00	0.00	37,000.00	
DEBT SERVICE Totals:	37,000	0.00	0.00	0.00	0.00	37,000.00	

Budget vs Actual

Town of Warsaw
 5/6/2025 2:42:31 PM

Period Ending 4/30/2025

Expenses Totals:	1,502,600	0.00	18,010.74	18,010.74	348,740.40	1,153,859.60	23%
30 WATER FUND Revenues Over/(Under) Expenses:			11,522.09	11,522.09	(29,119.87)		

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
40-351-0000 WASTEWATER USER FEES	800,000	0.00	66,278.84	66,278.84	680,287.11	(119,712.89)	85%
40-359-0000 INTEREST INCOME CD	2,000	0.00	0.00	0.00	2,188.50	188.50	109%
40-360-0000 INTEREST INCOME	0	0.00	0.00	0.00	2,991.15	2,991.15	
40-380-0000 MISCELLANEOUS INCOME	100	0.00	0.00	0.00	218.35	118.35	218%
40-390-1000 CIP - WWF	19,500	0.00	0.00	0.00	0.00	(19,500.00)	
Revenues Totals:	821,600	0.00	66,278.84	66,278.84	685,685.11	(135,914.89)	83%
Expenses							
40-820-0200 SALARIES/WWF	155,000	0.00	12,035.20	12,035.20	127,720.66	27,279.34	82%
40-820-0201 OT/BONUS - WASTEWATER	9,000	0.00	342.35	342.35	10,455.51	(1,455.51)	116%
40-820-0500 PAYROLL TAXES/WWF	11,000	0.00	946.87	946.87	10,562.27	437.73	96%
40-820-0600 SHORT&LONG TERM DISABILITY	815	0.00	55.60	55.60	390.49	424.51	48%
40-820-0700 RETIREMENT/LIFE INS/WWF	16,000	0.00	0.00	0.00	11,295.36	4,704.64	71%
40-820-0900 MEDICAL INS/WWF	32,328	0.00	1,796.00	1,796.00	21,552.00	10,776.00	67%
40-820-1100 TELEPHONE/WWF	7,000	0.00	335.45	335.45	5,024.31	1,975.69	72%
40-820-1200 PROPANE/SHOPS	3,750	0.00	0.00	0.00	4,029.29	(279.29)	107%
40-820-1250 GENERATOR FUEL-WWTP/LS	3,250	0.00	0.00	0.00	315.69	2,934.31	10%
40-820-1300 WWTP ELECTRICITY	60,000	0.00	4,743.33	4,743.33	50,333.25	9,666.75	84%
40-820-1350 WW ELECTRICITY-GENERAL	25,000	0.00	531.19	531.19	23,474.83	1,525.17	94%
40-820-1600 MAINTENANCE/LS/WWF	12,000	0.00	478.33	478.33	10,736.51	1,263.49	89%
40-820-1700 WW PLANT MAINTENANCE	16,500	0.00	79.99	79.99	34,756.32	(18,256.32)	211%
40-820-2000 SLUDGE REMOVAL/WWF	17,000	0.00	0.00	0.00	5,017.91	11,982.09	30%
40-820-2200 AUDIT EXPENSE/WWF	5,000	0.00	0.00	0.00	1,050.00	3,950.00	21%
40-820-2300 LEGAL SERVICES/WWF	1,000	0.00	0.00	0.00	38.00	962.00	4%
40-820-2400 ENGINEERING	30,000	0.00	0.00	0.00	22,090.00	7,910.00	74%
40-820-2600 ADVERTISING	1,500	0.00	227.67	227.67	427.06	1,072.94	28%
40-820-2700 TRACTOR MAINT/OPR/WWF	5,000	0.00	41.47	41.47	473.73	4,526.27	9%
40-820-2800	3,000	0.00	100.00	100.00	1,088.17	1,911.83	36%

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
BUSHHOG/MOWERS/M/O/WWF							
40-820-2850 EQUIPMENT MAINTENANCE	10,000	0.00	110.84	110.84	11,210.96	(1,210.96)	112%
40-820-2900 EQUIPMENT/TOOLS/WWF	2,000	0.00	164.84	164.84	2,447.32	(447.32)	122%
40-820-3000 COMPUTER O/M	1,500	0.00	131.35	131.35	9,560.80	(8,060.80)	637%
40-820-3100 VEHICLE M/O-WWF	16,000	0.00	517.91	517.91	9,528.87	6,471.13	60%
40-820-3200 OFFICE SUPPLIES/WWF	2,500	0.00	373.24	373.24	3,817.63	(1,317.63)	153%
40-820-3300 SUPPLIES/GENERAL/WWF	4,000	0.00	0.00	0.00	2,618.20	1,381.80	65%
40-820-3400 SAFETY EQUIPMENT	1,500	0.00	663.40	663.40	4,141.23	(2,641.23)	276%
40-820-3500 BACKHOE M/O-WWF	2,000	0.00	0.00	0.00	298.05	1,701.95	15%
40-820-4000 UNIFORMS/WWF	3,000	0.00	392.49	392.49	1,058.27	1,941.73	35%
40-820-4100 MISS UTILITY/WWF	500	0.00	14.95	14.95	170.53	329.47	34%
40-820-4300	100	0.00	0.00	0.00	0.00	100.00	
CONNECTIONS/INSTALLATIONS/WWF							
40-820-4600 SUPPLIES/TESTING/WWF	3,500	0.00	0.00	0.00	12,922.30	(9,422.30)	369%
40-820-4900	2,500	0.00	(15,270.00)	(15,270.00)	0.00	2,500.00	
CHLORINATON/DECHLOR/WWF							
40-820-4950 WWTP CHEMICALS	50,000	0.00	15,270.00	15,270.00	26,984.63	23,015.37	54%
40-820-5000 GROUND WATER MONITORING	4,000	0.00	0.00	0.00	5,000.00	(1,000.00)	125%
40-820-5100 REPAIR WW LINE/WWF	5,000	0.00	173.33	173.33	173.33	4,826.67	3%
40-820-5300 DUES/WWF	2,000	0.00	0.00	0.00	1,744.80	255.20	87%
40-820-5400 INSURANCE/WWF	18,500	0.00	0.00	0.00	25,024.32	(6,524.32)	135%
40-820-5700 MISCELLANEOUS/WWF	1,500	0.00	0.00	0.00	652.95	847.05	44%
40-820-7900 TRAINING/PLANT OPR	1,500	0.00	0.00	0.00	1,356.51	143.49	90%
40-820-8000 CONTRACTED LAB TESTING	35,000	0.00	2,175.44	2,175.44	50,519.42	(15,519.42)	144%
40-820-8100 WWF MINOR PERMIT FEE	3,750	0.00	0.00	0.00	3,408.00	342.00	91%
WASTEWATER DEPT Totals:	584,493	0.00	26,431.24	26,431.24	513,469.48	71,023.52	88%

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-998-0002 CIP-WASTEWATER	0	0.00	0.00	0.00	19,476.98	(19,476.98)	
40-998-0007 TRANSFER TO WASTEWATER RESERVES	9,607	0.00	0.00	0.00	0.00	9,607.00	
40-998-0050 CAPITAL IMPROVE PLAN RESERVES	19,500	0.00	0.00	0.00	0.00	19,500.00	
CAPITAL ITEM EXPENSE Totals:	29,107	0.00	0.00	0.00	19,476.98	9,630.02	67%

Budget vs Actual

Town of Warsaw
5/6/2025 2:42:31 PM

Period Ending 4/30/2025

40 WASTEWATER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
40-999-0005 BOND PAY/GEN OBLIGATION 2013	208,000	0.00	0.00	0.00	207,361.00	639.00	100%
DEBT SERVICE Totals:	208,000	0.00	0.00	0.00	207,361.00	639.00	100%

Budget vs Actual

Town of Warsaw
 5/6/2025 2:42:31 PM

Period Ending 4/30/2025

Expenses Totals:	821,600	0.00	26,431.24	26,431.24	740,307.46	81,292.54	90%
40 WASTEWATER FUND Revenues Over/(Under) Expenses:			39,847.60	39,847.60	(54,622.35)		

WARSAW REVOLVING-LOAN FUNDS

Monthly Financial Statement

Period (from / to): **4/1/25** **4/30/25**

Description	
Number of Active Loans	5
Balance Beginning of Month	\$ 13,459.32
Principal Received During Period	\$ 643.18
Interest Received During Period	\$ 87.59
Fees Received During Period	\$ 20.00
Total Funds Received During Period	\$ 750.77
Disbursement to Warsaw	
PDC Fee During Period	\$ (50.00)
Funds Available to Loan Out	\$ 14,160.09

Available to lend:
\$16,708.97

	Summary of Loans	Received This Period	Balance	Current?
1	Relish - #234	\$ 474.52	\$ 4,872.35	YES
2	Pitts - #235	\$ -	\$ 0.00	REPAID
3	Moore - #237		\$ 4,233.08	NO
4	Dunbrooke LLC - #242	\$ 96.56	\$ 5,622.69	YES
5	Beale/Old Rapp. - #244	\$ -	\$ 468,750.00	NO
6	Cleary - #251	\$ -	\$ -	REPAID
7	Teresa's Nails - #261	\$ 179.69	\$ 9,222.68	YES
		\$ 750.77	\$ 492,700.80	

**TOWN OF WARSAW, VIRGINIA
PROPOSED GENERAL AND WATER/WASTEWATER BUDGETS
FOR JULY 1, 2025, THROUGH JUNE 30, 2026**

The Warsaw Town Council will hold a Public Hearing on May 8, 2025, at 6:00 P.M. in Council Chambers located at 78 Belle Ville Lane, Warsaw, Virginia, to consider the following proposed FY 2025 General, Water, and Wastewater Budgets. The Town asks for any citizens wishing to make a public comment or have any questions or concerns regarding the published budget figures to please submit to the Town office in writing by email to jquesenberry@town.warsaw.va.us, by mail to P.O. Box 730, Warsaw, VA 22572, or be present at the public hearing.

General Revenue Estimates:

Permits & Fees, Fines, Solid Waste User Fee,		
Interest Income, Miscellaneous & Etc.....	\$	454,935
Sales Tax, Bank Franchise Tax.....	\$	295,000
Real Estate & Personal Property Tax.....	\$	450,000
Vehicle License & Law Enforcement Assistance....	\$	74,500
Business License, Communications,		
Utility and Consumption Tax.....	\$	184,000
Meals Tax, Cigarette Tax & Lodging Tax.....	\$	797,000
Loans: USDA (police vehicle).....	\$	65,000
Grants: DEQ, DHCD, DMV, DCJS, VA DOF.....	\$	771,000
TOTAL GENERAL ESTIMATES:	\$	<u>3,091,435</u>

General Expense Estimates:

Administration.....	\$	817,710
Police Department.....	\$	664,136
Public Service.....	\$	638,652
Contributions.....	\$	63,700
Debt Service.....	\$	136,237
Grants.....	\$	771,000
Capital Items.....	\$	0
TOTAL GENERAL ESTIMATES	\$	<u>3,091,435</u>

Water Fund Revenue Estimates.....	\$	1,460,692
Water Fund Expenditures Estimates.....	\$	1,460,692
Wastewater Fund Revenue Estimates.....	\$	966,888
Wastewater Fund Expenditures Estimates.....	\$	966,888

The Real Estate levy is proposed to remain at 13 cents per \$100 of assessed value.
 The Personal Property levy is proposed to remain at 80 cents per \$100 of assessed value. The Personal Property Tax Relief Act (PPTRA) credit is proposed to decrease to a 40% credit. Personal Property – Machinery & Tools will be taxed at the current rate of 80 cents per \$100 of assessed value.
 The Motor Vehicle License Fee for every motor vehicle (car/truck/motor home) will remain at the current rate of \$32.00. The Motor Vehicle License will remain at \$8.00 for Motorcycles and \$0.00 for Antique vehicles.
 The Meals Tax levy is proposed to remain at 6.00% of gross receipts.
 The Transient Occupancy Tax levy is proposed to remain at the current rate of 6.00% of gross receipts.

The monthly residential water utility billing is proposed to increase to \$24.00 for up to 4,000 gallons from the current rate of \$24.00 for up to 4,500 gallons. The monthly commercial utility billing is proposed to increase to \$42.00 for up to 4,000 gallons from the current rate of \$36.00 for up to 4,500 gallons. The monthly residential sewer utility billing is proposed to increase to \$43.00 for up to 4,000 gallons from the current rate of \$40.00 for up to 4,500 gallons. The monthly commercial sewer utility billing is proposed to increase to \$63.00 for up to 4,000 gallons from the current rate of \$58.00 for up to 4,500 gallons.

The monthly residential water utility billing for users located outside of town limits is proposed to increase to \$35.00 for up to 4,000 gallons from the current rate of \$25.00 for up to 4,500 gallons. The monthly commercial water utility billing for users outside of town limits is proposed to increase to \$50.00 for up to 4,000 gallons from the current rate of \$40.00 for up to 4,500 gallons. The monthly residential sewer utility billing is proposed to increase to \$54.00 for up to 4,000 gallons from the current rate of \$44.00 for up to 4,500 gallons. The monthly commercial sewer utility billing is proposed to increase to \$74.00 for up to 4,000 gallons from the current rate of \$64.00 for up to 4,500 gallons.

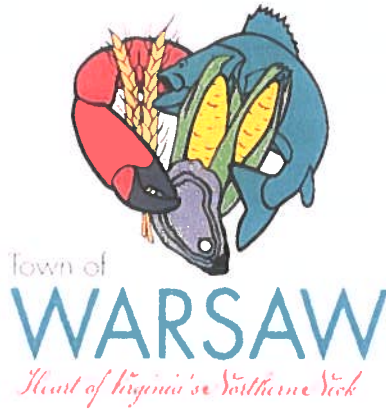
The monthly residential trash collection is proposed to remain at \$15.00. The commercial trash collection fee is proposed to remain the same at \$45.00 per month with no dumpster and \$75.00 per month with a dumpster. Dumpster pickups in excess of 2 per week will remain billed at \$50.00 per additional pickup.

The monthly residential trash collection fee for users outside of town limits is proposed to remain at \$45.00 per billing period, and the monthly commercial/governmental trash collection fee for users outside of town limits is proposed to remain at \$200.00 per billing period.

The Cigarette Tax Stamp Tax is proposed to remain at 40 cents per pack as the Town of Warsaw is a member of the Chesapeake Bay Regional Cigarette Tax Authority.

A budget synopsis is prepared and published for informational and fiscal planning purposes only. A copy of the line-item proposed budget is available for review by appointment at the Town Office located at 78 Belle Ville Lane during regular business hours.

PUBLISHED BY ORDER OF THE WARSAW TOWN COUNCIL



MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 05/8/2025

RE: Town Manager's Report

Dear Council Members,

Please find my Town Manager's report for the month of April and the beginning of May. As always, please let me know if you have any questions or wish to discuss any items further.

1. Budget Adoption

As a reminder, per the Code of Virginia, municipal budgets may not be adopted until fourteen (14) days subsequent to the Public Hearing. The budget will be adopted at next month's meeting, and will be in effect for the required July 1 deadline.

2. Woodland Heights Subdivision Update

We held a productive meeting with Vertical Builders to discuss requirements from the Town regarding their 8-home subdivision. The meeting concluded with a shared understanding of deliverables, and we look forward to working with them as they file permit applications for each property. We anticipate water and sewer line installation to begin this month, and construction activity to begin sometime this Summer.

3. Community Market

This is a reminder that the Warsaw Community Market, held on the 2nd and 4th Saturday of each month, will occur this Saturday from 9AM to 2PM near the Warsaw Town Park, across from Egg-Spresso. Please come out and support our local vendors!

4. Economic Development Update

We are continuing to work with Atlantic Union Bank and Northern Neck Electric Cooperative to discuss the three (3) parcels located along St. John's Street for a potential hotel project. If acquired, we will apply for grant funding through the Department of Housing and Community Development to assist with site plans and to map out a vision for the project. We are still in communication with a regional and national gas station / hot food retailer and will keep you informed if this progresses. Lastly, we are hoping that Rise and Set, located beside of Excellent Eats on Main Street, will open either this month or next. We will send out correspondence with information should the owner wish to have a ribbon cutting, so stay tuned!

5. Staffing Changes

We are sad to announce that Ms. Elizabeth Davis resigned her position as Finance Manager for the Town in order to pursue a different line of work. We wish her all the best in her future endeavors! In response, we posted an Accounting Clerk position online and had 100 applicants in 7 days. We have held interviews and will announce the selected candidate at next month's meeting.



Warsaw Police Department



From the desk of Chief Sean L. Peterson

MONTHLY ACTIVITY REPORT

April 1-30, 2025

Total calls for service: 164

Section I: Incidents (4)

DATE	CASE	OFFENSE	BLK / STREET
4/18/2025	2025-000042	18.2-170: Bank note/Coin Forgery	6000-Blk Richmond Road
4/22/2025	2025-000045	18.2-57: Misdemeanor Assault	300-Blk Wallace Street
4/26/2025	2025-000047	18.2-60: Threat by Letter	Delfae Drive
4/29/2025	2025-000069	Information only: animal incident	Memorial Drive

Section II: Arrests (2)

DATE	CASE	OFFENSE	BLK / STREET
4/23/2025	2025-000046	18.2-96: Petit Larceny	100-Blk Main Street
4/28/2025	2025-000060	53.1-149: Felony Probation Violation	100-Blk Main Street

Section III: Traffic

Driving on suspended/Revoked License	1
Reckless Driving	0
Distracted Driving	1
Speeding	12
Expired Inspection	9
Expired / Improper VA Tag	3
Town Citations Issued	0
All other traffic summons	14
Traffic Warnings	11
Reportable traffic crashes	3

Section IV: Community Engagement

Neighborhood Select Patrols	175
Business Checks	128
Community Events	0

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEM Section 6, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 5/8/2025

RE: Public Works Report

Dear Council Members:

Please find my Public Works Report for the month of April. Please let me know if you have any questions or concerns.

-WWTP

Monthly Numbers

Average daily Influent flow for April – 190,200 gallons, an increase of 5,000 gals from the month of March average daily flow.

Maximum influent flow for April – 344,700 gallons, an increase of 16,100 gals from the month of March max flow.

Nutrient Sampling Results

For April the average effluent Total Nitrogen (TN) concentration was 2.97 mg/l, within the limits of our permit.

For April the average effluent Total Phosphorus (TP) concentration was 0.14 mg/l, within the limits of our permit.

Monthly Operations and Maintenance

The ferric chloride storage tank level indicator failed. This was repaired and restored to service.

Public Works on-call personnel completed the treatment plant's annual laboratory control sample analysis. Individual personnel demonstrated their capability to calibrate lab equipment and test samples. (IDCs)

Plant staff surveyed and cleaned all the lamps that service the UV disinfectant system.

Completed and submitted our monthly operations report.

Joseph N. Quesenberry
Town Manager

Melissa Coates
Assistant Town Manager

Julia Blackley – Rice
Treasurer & Clerk

Sean L. Peterson
Chief of Police

Sands Anderson Law
Town Attorney



COUNCIL MEMO Section 6, Item d.

Randall L. Phelps - Mayor

Paul G. Yackel - 1st Vice Mayor

Mary Beth Bryant

Jonathan English

Ogle E. Forrest, Sr.

Faron H. Hamblin

Rebecca C. Hubert

Ralph W. Self

78 Belle Ville Lane, Warsaw, VA 22572 | P.O. Box 730 | Phone - (804) 333-3737 | <http://www.townofwarsaw.com>

Ordered necessary supplies.

Operators lubricated and serviced equalization basin mix.

Plant staff hosted a treatment plant tour.

Fidelity power systems serviced the plant's generator.

Plant staff continue groundskeeping work at site.

Treatment plant effluent samples for the month of April met all requirements as to our permit discharge limits.

-Water Department

Attached you will find the Water Loss Report, for the month of March we are at a 3% water loss.

Department staff did daily chlorine checks of all four wells, along with two random samples each day throughout town.

Staff also completed state selected bacteria samples; all results came back absent.

All 4 well houses were cleaned and serviced.

The water department also checked sewage/pump stations each day.

Staff also helped with the installation of 8 new hanging basket poles/brackets throughout town.

Also replaced one fountain along with two new sets of fountain lights at the bounds.

-Refuse Department

For the month of March town staff made 15 trips to the landfill totaling 134 tons or 268,000 pounds of trash.

-Public Works (Maintenance)

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Helped at our WWTP when needed, along with the Water Dept.

Took care of the bathrooms and grounds at the Town Park.

Started cutting grass at all town owned facilities along with the median strips along RT. 360.

Planted all spring flowers in the hanging baskets and now they are moving on to the stationary flower beds and pots.

Public Works also has been working on replacing ripped banners along with Virginia and American Flags throughout town.

Monthly Water Loss Report

Section 6, Item d.

Water System:

For the Month of: Year:

Water Produced this month: gallons

Water Purchased this month: gallons

A: Total Water Produced and Purchased = **4,988,100 gallons**

Sold: Residential gallons

Total Sold = **4,803,361 gallons**

B: Difference: (Produced+Purchased) - Sold = **184,739 gallons**

% Difference = **4 % total water loss**

Gallons of Water Accounted For:

Breaks (Estimated Total)	<input type="text" value="0"/>	gallons
Hydrant Flushing	<input type="text" value="0"/>	gallons
Storage Tank/Clearwell overflow	<input type="text" value="0"/>	gallons
Fire Hydrant Use	<input type="text" value="5,000"/>	gallons
Fire Department Use	<input type="text" value="2,500"/>	gallons
Leak adjustments	<input type="text" value="0"/>	gallons
Maintenance shop	<input type="text" value="7,500"/>	gallons
Sewer jetting	<input type="text" value="1,800"/>	gallons
Town watering flowers	<input type="text" value="1,200"/>	gallons
Office/Police Dept.	<input type="text" value="5,000"/>	gallons
Pool	<input type="text" value=""/>	gallons

C: Total Gallons Accounted For = **23,000 gallons**

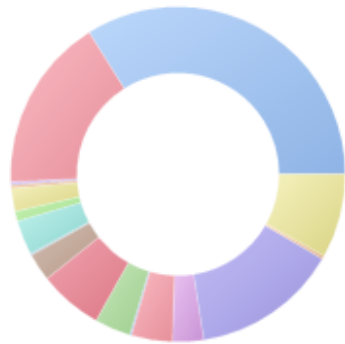
Loss: Unaccounted-for Water: (B-C) = **161,739 gallons**

% Loss: Unaccounted-for Water: (B-C)/A %= **3 % unaccounted - for loss**

Gallons / Day Loss = days in billing period
5,776 gallons/day
Gallons / Minute Loss = **4 gallons/min.**

This spreadsheet is a product of the Technical Assistance Center for Water Quality at Western Kentucky University and the Kentucky Rural Water Association. Feel free to contact us at (270) 745-5948 or at <http://water.wku.edu/>. This spreadsheet may be freely distributed. Please let us know if you use it, like it, or have suggestions for improvement!

Breakdown by Housing Code



FEDERAL 214	U.S. Marshal - Alexandria 17
GLOUCESTER 106	U.S. Marshal - DC District 39
HOME ELECTRONIC MONITORING 1	U.S. Marshal - DC Superior 22
KING WILLIAM 1	U.S. MARSHAL - GREENBELT 1
MID PEN RJ-Middlesex 2	U.S. Marshal - Norfolk 25
NORTHUMBERLAND 14	U.S. MARSHAL - RALEIGH 19
PRE-TRIAL 6	U.S. Marshal - Richmond 89
RICHMOND 21	U.S. MARSHAL MIDDLE DIST. N.C. 2
SPOTSYLVANIA 1	WESTMORELAND-NNRJ 51

DHCD MONTHLY PROGRESS REPORT

Warsaw Housing Rehabilitation Project #23-23-14

PROJECT: WARSAW HOUSING CONTRACT #: 23-23-14 LOCALITY: Town of Warsaw FROM: Alex Eguiguren MONTH: APRIL 2025

PRODUCTS - Per 08-14-24 Agreement	% COMPLETE	STATUS
Rehabilitation of three houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 6 LMI individuals	28%	Work on the first rehab home continues. The contractor expects completion by mid or late May.
Substantial Reconstruction of two houses to DHCD Housing Rehab Standards; (CDBG and Non-CDBG Funds) benefiting 4 LMI individuals.	20%	In March, a request for proposals was sent out to five manufactured-home dealers in the area serving the Northern Neck of Virginia. The RFP requested prices for eight housing units, two of which will be for the Warsaw Housing Rehabilitation Project. Four proposals were received and, after negotiations with the dealer providing the lowest price per unit, a turnkey price of \$155,000 was offered for the two Warsaw homes, which will be manufactured first. After consultation with DHCD, it was agreed that the cost of demolition should be removed from the turnkey price quoted in order to bring the total under the \$150,000 maximum allowed by DHCD for substantial reconstructions.
Implementation of sidewalk improvements with leverage funds (\$30,000)	100%	Sidewalk improvements have been completed but additional work will be done regarding driveways that will count as additional leverage for the project.

<p>EXPENDITURES:</p> <p>Last Draw/Remittance #<u>001</u> submitted on: <u>01-15-25</u></p> <p>Date of last PMT meeting: <u>04-15-25</u> Date of next PMT meeting: <u>TBD</u> PMT Meeting Minutes: <u>YES</u></p> <p>COMMENTS: None</p>	<p>Grant Amount: \$ 632,534 Amt Expended: \$51,959 Amt Obligated: \$196,434</p> <p>Leverage Amt: \$ 58,250 Doc. Amt Expended: \$3,336 Sources: Town, PDC</p>
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AGENDA

Management Team Meeting **Warsaw Scattered Site Housing Rehabilitation Project** **CIG # 23-23-14**

April 15, 2025, at 11:00 a.m. at the Warsaw Town Hall

- 1) Update - Rehabilitation of three houses to DHCD Housing Rehab Standards benefiting 6 LMI individuals

- 2) Update - Substantial Reconstruction of two houses to DHCD Housing Rehab Standards benefiting 4 LMI individuals

FORM - Attendance and Sign-in Sheet BLANK



Event: Housing Management Team Meeting

Location: Warsaw Town Hall

Date: 4-15-2015 @ 11 Page 1 of 1

Name	Organization	Phone #	e-mail
Julia Blackley Rice	Town of Warsaw	(804) 333-3737	jblackleyrice@town.warsaw.va.us
Missy Conates	Town of Warsaw	333 3737	mconates@town.warsaw.va.us
Alex Engouren	NNPDC	804 333 1900	alex.engouren@nnpdc.state.va.us
Ruby Tam	Tan Construction	(424) 353 7244	r.tam@tanconstruction.com
John Davis	NNPDC	804-333-1900	john.davis@nnpdc.state.va.us

**NOTES – Warsaw Scattered Site Housing Rehabilitation Project - CIG# 23-23-14
Management Team Meeting**

April 15, 2025, at 11 a.m. at the Town of Warsaw Town Hall

Attendance: Julia Blackley-Rice, Missy Coates, Jerry Davis, Alex Eguiguren, and Ruby Tian.

- 1) Rehabilitation of three houses to DHCD Housing Rehab Standards benefiting 6 LMI individuals

Jerry Davis: The first of three rehabs is under construction. SLEM is working on one project at a time and there will be some overlap.

Ruby Tian: The construction on Hamilton Blvd. has done the roof so far, finished at the end of last week, and they were getting ready to install gutters and downspouts. That’s about 20% of the work. In terms of the construction schedule, it will be about six weeks. The next home will be 195 Walnut Street. Three weeks for that project. Then he will start with the last house on Belle Ville.

Jerry Davis: Once the work is done at each address, Bay Housing will come in to do their inspection and weatherization work that is needed for each house.

- 2) Substantial Reconstruction of two houses to DHCD Housing Rehab Standards benefiting 4 LMI individuals

Jerry Davis: We put together an RFP that was sent out to the five dealers in our service area. The RFP requested prices for 2 and 3-bedroom units. We were expecting to see a discount because we were planning to order more than one unit. We asked them to price a 2-bedroom, 1-bath unit. Three of the dealers proposed 2-bath units. Of the five dealers, four responded with proposals. Clayton dealers in Tappahannock and Fredericksburg; Oakwood, and CBX out of Yorktown. The other Clayton dealer out of Richmond did not respond. The chart shows the proposals received relevant to the Town of Warsaw project. The bid is a turnkey price, with all associated costs. The prices include demolition. The DHCD allowance is \$150,000 for a substantial reconstruction. All bid prices were above the allowance and over the budget we had for these two units. So, we went to the low bidder and asked them to negotiate. Their bid number already had a 10% discount built into it. In the end, they brought it down to \$155,000 per unit, for a total price of \$310,000. It is still over the DHCD allowance, but it is our understanding that as long as we are within the budget, and we request approval, they will be flexible and approve going over the \$150,000 limit. If asbestos is found before demolition, there will be additional costs.

Jerry Davis: The Housing Rehab Board agreed to award the contract to Clayton Homes in Tappahannock pending approval from DHCD regarding the higher cost limit. The copy of the packet distributed to the Housing Rehab Board members shows the model, the split-face foundation, the roof pitch that the RFP required, the way the new structure will be placed on the parcel, and the floor plan.

Next meeting TBD.

###

Julia Blackley-Rice

From: Dameron, Amy <adameron@nnrj.state.va.us>
Sent: Thursday, April 17, 2025 4:58 PM
To: 'Luttrell Tadlock'; 'Steele, Carol'; Julia Blackley-Rice; 'Donna Cogswell'; 'Hope D. Mothershead'; James Taylor
Subject: FY26 Budget and Narrative
Attachments: 1515_001.pdf; 1514_001.pdf

Good Afternoon

See attached FY 26 Budget and Narrative. Motion made and passed at last night's April board meeting in favor of attached budget. Please seek approval by your board.

Also – Good News! Today I received an email that open enrollment has been pushed back to May 16th to May 30th 2025. Hopefully that relieves a little pressure of getting the budget approved to support the employee health insurance action that is part of the budget.

If you need any additional information let me know.

*Amy J. Dameron
 Northern Neck Regional Jail
 Director of Finance and Administration
 804-333-6016*

At NNRJ, we believe:

- 1 - By building **optimal teams**, we **create** an environment of **safety, security, and good order***
- 2 - We can **operate efficiently** and **benefit our counties***
- 3 - **How** we do things is what keeps us in our **trusted positions***

Northern Neck Regional Jail FY 25/26 Budget Narrative

Significant Points

Approximately 12% Increase in Overall Expenditures

8% increase to salaries sworn/non-sworn personnel

- a. This reflects the Compensation Board anticipated 3% increase in FY26 and 1.5% state comp board bonus for all staff
- b. Additional Classification Officer
- c. Additional Medical Position(s)

Notable Operational Expenses

Expenditure increases to operational budget to include, Salaries, Overtime, Employee Benefits, Medical services and Legal Services

Food and Food Supplies and Equipment reflect 3.4% CPI and increase to supplies for replacement of items due to normal wear and tear

Trusty Work Crew, Vehicle Powered supplies and Inmate Clothing and supplies increased to be aligned with past three years

Uniform and wearing apparel increased based on need to replace ballistic vest

Computer supplies and software expenditure increases with recent expansion to monthly subscription for software services

MAT Grant Other line item -reflected significant decrease in supplies and increase reflected in salaries

Communication and Equipment increase with anticipation of need to replace radios and accessories

Motor Vehicle and Equipment increase on updated pricing to purchase and outfit a van

EDP Equipment increased significantly for updates/upgrades necessary that are anticipated to be supported by revenue through the VITA Grant

Capital Improvements increased based on projects outlined below

Capital Improvements

- HVAC needs - Replace Two Air Handler Coils
- Refabricating part of the kitchen with stainless steel
- Replace flooring
- Repave parking lot
- Repairs to Pump house and Rail system
- Cameras
- Roof Repair

Contribution to Fund Balance

Notable Revenue Increase/Decreases

- Compensation board projected salary increases for sworn/non-sworn funded positions and bonus
- Budget reflects Increase to Bed Rental Revenue by 21% from 229 Federal inmates ADP at a rate of \$65 per day to 221 ADP at a rate of \$86 per day for Federal Inmates. Average daily population (ADP) for current FY25 is 234 inmates.
- Inmate Phones – negotiated contract with phone vendor and revenue shows decrease due to deferred revenue over a multi-year contract.
- Substance Use Expansion Grant – applied and awarded three year grant that compliments the MAT and Substance Use Program
- MAT Grant - Reapplication
- VITA Grant (Virginia IT Agency) – anticipate receiving a state grant to assist with purchasing and updating computer equipment to include Host Servers that house fileserver, e-mail server, profiles and app server
- Transport Reimbursement – reflects increase based on per hour reimbursable transport rate from IGA negotiation

Northern Neck Regional Jail		FY 25/26
		Budget
Revenue		
Compensation Board		
23080-00	Salaries & Other Operating Expenses	\$ 3,064,896.00
24040-18	Per Diem/Prisoner Days	\$ 475,000.00
SUB-TOTAL, COMPENSATION BOARD		\$ 3,539,896.00
Local Share		
18990-14	Westmoreland County	
18990-13	Richmond County	
	Town of Warsaw	
	Northumberland County	
19020-04	Gloucester County	\$ 684,053.00
SUB-TOTAL, LOCAL SHARE		\$ 684,053.00
Other Income		
19020-01	Rental Beds	\$ 6,919,502.00
19020-05	Drug Court-Essex County	\$ 6,000.00
19020-06	Drug Court-Lancaster County	\$ 6,000.00
19020-07	Drug Court-Northumberland County	\$ 6,000.00
19020-08	Drug Court-Richmond County	\$ 6,000.00
19020-09	Drug Court-Westmoreland County	\$ 6,000.00
18990-15	Inmate Phones	\$ 250,000.00
18990-17	Electronic Monitoring	\$ 8,000.00
18990-18	Miscellaneous	\$ 5,000.00
18990-19	Inmate Commissary	\$ 300,000.00
18990-20	SSA - Reimbursement	\$ 13,000.00
18990-21	Video Visitation	
24040-19	CCCA Grant	\$ 357,666.00
24040-20	PAPIS Grant	\$ 160,828.00
33301-15	Drug Court Grant	\$ -
24040-28	State Drug Court Grant	\$ 65,000.00
24040-21	CCCA Supervision Fees	\$ 9,000.00
24040-25	Drug Court Fee	\$ 1,500.00

24040-26	CESF Grant	\$ -
24040-27	Substance Use Expansion Grant	\$ 50,000.00
24040-29	ARPA Regional Jail Grant	\$ -
24040-30	MAT Grant	\$ 215,485.00
24040-31	MAT Grant - Gloucester	\$ 10,000.00
24040-32	VITA Grant	\$ 140,000.00
16030-01	Work Release	\$ 2,500.00
15010-01	Interest	\$ 200.00
15010-02	Investment Acct.	\$ 25,000.00
15010-04	Gain on Sale of Investments	
15010-07	Market Value Change	
33011-02	U.S Marshal - Jail Addition	
33011-03	Transport Reimbursement	\$ 550,000.00
33011-23	Guard Hire Reimbursement	\$ 60,000.00
18030-05	Expenditure Refunds	\$ 100,000.00
16010-05	Inmate Medical Fees	\$ -
16010-06	Federal Medical Reimbursement	\$ -
10000-0300-0	Fund Balance Appropriation	\$ 350,000.00
	SUB-TOTAL,OTHER INCOME	\$ 9,622,681.00
	TOTAL REVENUE	\$ 13,846,630.00

Northern Neck Regional Jail Budget		FY 25/26
Expenditures		Budget
1000 Personnel Services		
1100 Salaries & Wages - Reg		\$ 6,402,579.00
1111 Board Members Comp.		\$ 15,600.00
1112 Adm. Salaries		\$ 174,726.00
1200 Salaries & Wages - O.T.		\$ 300,000.00
1300 Salaries & Wages Part-time		\$ 70,000.00
1701 Holiday Pay		\$ 150,000.00
TOTAL PERSONNEL SERVICES		\$ 7,112,905.00
2000 Employee Benefits		
2100 FICA		\$ 489,797.00
2210 VRS Retirement		\$ 447,246.00
2300 Hospital/Medical - Local Choice		\$ 963,084.00
2400 Group Life Insurance		\$ 73,824.00
2600 Unemployment Insurance		\$ 10,000.00
2700 Workers Comp. Insurance		\$ 70,000.00
2830 LODA		\$ 19,800.00
EMPLOYEE BENEFITS TOTAL		\$2,073,751.00
3000 Purchased Services		
3110 Medical Doctor (In-House)		\$ 120,000.00
3111 Medical, Dental, Hospital/Psych		\$ 300,000.00
3120 Accounting/Auditing Services		\$ 30,000.00
3150 Legal Services		\$ 60,000.00
3160 Management fees		\$ 25,000.00
3161 Trusty Work Crew		\$ 40,000.00
3310 Repair & Main. Services		\$ 150,000.00
3320 Maintenance Contracts		\$ 110,000.00
3500 Printing & Binding		\$ 4,000.00
3600 Advertising/Branding		\$ 15,000.00
3810 Tuition Paid - RRCJT Acad.		\$ 29,000.00
3812 CSB Contract Services		
3822 Payroll Services		\$ 14,000.00
PURCHASED SERVICES TOTAL		\$897,000.00

BUDGET - Expenditures		FY 25/26 Budget
5000 Other Charges		
5110 Electrical Services	\$	165,000.00
5120 Heating Services (Natural Gas)	\$	150,000.00
5130 Water	\$	65,000.00
5131 Sewer	\$	260,000.00
5140 Refuse Collection	\$	30,000.00
OTHER CHARGES TOTAL	\$	670,000.00
5200 Communications		
5210 Postal Services	\$	9,000.00
5220 Messenger Services		
5230 Telecommunications	\$	40,000.00
5231 Telecommunications- Debit Calling		
COMMUNICATIONS TOTAL	\$	49,000.00
5300 Insurance		
5301 Boiler Insurance	\$	1,050.00
5302 Fire Insurance	\$	11,302.00
5305 Motor Vehicle Insurance	\$	6,259.00
5307 Liability Insurance	\$	7,673.00
TOTAL INSURANCE	\$	26,284.00
5400 Lease & Rentals		
5410 Lease/Rent of Equipment	\$	30,000.00
TOTAL LEASE & RENTALS	\$	30,000.00
5500 Travel		
5510 Milage - Private Vehicle		\$4,000.00
5530 Subsistance & Lodging		\$17,000.00
5540 Convention & Education		\$25,000.00
TOTAL TRAVEL		\$46,000.00

BUDGET-Expenditures		FY 25/26 Budget
	TOTAL CONTRIBUTIONS OTHER	\$0.00
5800 Miscellaneous		
	5810 Dues & Assoc. Membership	\$ 7,000.00
	5811 PAPIS	\$ 840.00
	5812 CCCA	\$ 9,000.00
	TOTAL MISCELLANEOUS	\$ 16,840.00
6000 Materials & Supplies		
	6001 Office Supplies	\$ 15,000.00
	6002 Food	\$ 548,550.00
	6003 Agricultural/Landscaping Supplies	\$ 2,500.00
	6004 Medical & Pharmaceutical Supplies	\$ 350,000.00
	6005 Laundry, Housekeeping & Jan	\$ 85,000.00
	6006 Linen Supplies	\$ 15,000.00
	6007 Repair & Maint. Supplies	\$ 80,000.00
	6008 Vehicle & Powered Fuels	\$ 80,000.00
	6009 Vehicle & Powered Supplies	\$ 40,000.00
	6010 Police Supplies	\$ 20,000.00
	6011 Uniform & Wearing Apparel	\$ 45,000.00
	6012 Books and Subscriptions	\$ 300.00
	6014 Other Operating Supplies	\$ 15,000.00
	6021 Computer Supplies & Software	\$ 45,000.00
	6022 Food Service Supplies and Equipment	\$ 12,000.00
	6023 Inmate Clothing & Supplies	\$ 50,000.00
	6024 MAT GRANT Other	\$ 30,000.00
	TOTAL MATERIALS & SUPPLIES	\$1,433,350.00

BUDGET-Expenditures	FY 25/26 Budget
7000 Payment to Joint Operations	
7001 Fiscal Agent	
TOTAL PAYMENT TO JOINT OP	\$0.00
8000 Capital Outlay	
8201 Machinery & Equipment	\$ 5,000.00
8202 Furniture & Fixtures	\$ 10,000.00
8203 Communications Equipment	\$ 20,000.00
8205 Motor Vehicle & Equipment	\$ 85,000.00
8207 EDP Equipment	\$ 240,000.00
8213 Capital Improvements	\$ 450,000.00
TOTAL CAPITAL OUTLAY	\$ 810,000.00
OPERATIONAL BUDGET	\$13,165,130.00
9000 Other Uses of Funds	
9100 Contribution to fund balance	\$ 300,000.00
9212 Emergency Preparedness	
91400-5800 Contingency	\$ 350,000.00
TOTAL OTHER	\$650,000.00
33301 Drug Court Grant	
3111 Medical, Dental Hospital Services	\$20,000.00
3500 Printing & Binding	\$500.00
5510 Travel Mileage	\$625.00
5812 Drug Court Fee	\$1,500.00
6014 Other Operating Supplies	\$8,875.00
TOTAL DRUG COURT GRANT	\$31,500.00
TOTAL OPERATIONAL BUDGET	\$13,846,630.00