



## Town Council Meeting Agenda

July 10, 2025 at 6:00 PM

Council Chambers - 78 Belle Ville Lane

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Consent Agenda**
  - [a.](#) Agenda
  - [b.](#) Minutes – June 2025
  - [c.](#) Financial Report – June 2025
4. **Public Hearing**
  - [a.](#) Joint Public Hearing - Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A4(A)71
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.](#) Reports
    - i. 74 Main Street
    - ii. Well Replacement Project
    - iii. DHCD Housing Project
  - [b.](#) Warsaw Development Management Ordinance - Work Order Proposal & Discussion
8. **New Business**
  - [a.](#) Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A4(A)71
  - [b.](#) Adoption of the Town of Warsaw Freedom of Information Act (FOIA) Policy
  - [c.](#) Vehicle Loan Authorization - Police Vehicle and Public Works Vehicle - C&F Bank

**9. Council Members - Closing Comments**

**10. Adjournment**



# Town Council Agenda

*July 10<sup>th</sup>, 2025 – 6:00 P.M.*

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3. Approval of Consent Agenda
  - a. Agenda
  - b. Minutes – June 2025
  - c. Financial Report – June 2025
4. Joint Public Hearing – Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A4(A)71
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
  - a. Warsaw Development Management Ordinance – Work Order Proposal & Discussion
8. New Business
  - a. Conditional Use Permit Application by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings at Tax Map 16A4(A)71
  - b. Adoption of the Town of Warsaw Freedom of Information Act (FOIA) Policy
  - c. Vehicle Loan Authorization – Police Vehicle and Public Works Vehicle – C&F Bank
9. Council Members - Closing Comments
10. Adjournment

MINUTES  
WARSAW TOWN COUNCIL  
REGULAR MEETING  
JUNE 12, 2025 – 6:00 P.M.

The Warsaw Town Council held its regular meeting on Thursday, June 12, 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, Jonathan English, Daphne Palmore, Ralph Self, Bobby Walters. Councilmembers absent: Mary Beth Bryant and Rebecca Hubert.

Town staff present: Town Manager Joseph Quesenberry, Assistant Town Manager Melissa Coates, Director of Public Works Jesse Schools, Lieutenant Barry Radden, Ryleigh Garrison, and Treasurer & Clerk Julia Blackley-Rice.

Also present: There was approximately 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:

Councilman English corrected the minutes to state that he abstained from the vote concerning the FY26 Northern Neck Regional Jail Budget approval.

Councilwoman Palmore moved to approve the consent agenda with the corrected minutes. The motion was seconded by Councilman Walters and carried with the following votes.

|                   |     |                |     |
|-------------------|-----|----------------|-----|
| Randall L. Phelps | Aye | Paul G. Yackel | Aye |
| Jonathan English  | Aye | Daphne Palmore | Aye |
| Ralph Self        | Aye | Bobby Walters  | Aye |

PUBLIC COMMENT

Mayor Phelps opened the floor for public comments. Since there were none, Mayor Phelps closed the public comment portion of the meeting.

REPORTS

MAYOR'S REPORT: Mayor Phelps deferred his comments to save for later throughout the meeting.

TOWN MANAGER'S REPORT:

Mr. Quesenberry presented his report to the Town Council. The Town Manager's report reviewed the mural project, economic development update, Woodland Heights subdivision, Savvy Citizen App, upcoming events, and staffing changes. While discussing staffing changes, Mr. Quesenberry announced that Miss Ryleigh Garrison has joined the administrative team in the

position of Accounting Clerk. Miss Garrison introduced herself to the Town Council, adding that she had received many warm welcomes, support, and encouragement from her coworkers during her first weeks there.

A copy of the Town Manager’s report has been attached to these minutes as Attachment 1.

**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 the Chief’s absence, Lieutenant Radden provided the police report. Lt. Radden added that the Warsaw PD was awarded a no-match grant for officer health and wellness, which allowed them to purchase ergonomic chairs, desk risers, and other necessary equipment. The chief is currently working on a COPS grant to fund another officer for a three-year term. The Warsaw PD was proud to escort Richmond County’s tennis, softball, and baseball teams out of town over the last two days. Lt. Radden stated the interaction with the community is fantastic, and the partnership with the Sheriff’s Office continues to improve every day.

**PUBLIC WORKS REPORT:**

Mr. Schools presented his report, which was included in the Town Council packet. A copy of the report is attached to these minutes as Attachment 3. Mr. Schools reported that the total nitrogen for May was 2.42 mg/L, which is a correction to the previously provided report. The updated figure remains within the permit limits.

Mr. Schools added that a concrete grinder was rented, and a public works employee has been addressing the uneven sidewalks along Main Street. The project should be completed tomorrow.

**COUNCIL COMMITTEE REPORT:**

No committees met during this time.

**PLANNING COMMISSION:** The Planning Commission did not meet.

**NORTHERN NECK REGIONAL JAIL REPORT:** The population report was provided in the Town Council packet. Vice-Mayor Yackel reported that several items passed by the state government required changes in the NNRJ handbooks. The U.S. Marshal Service awarded a plaque to the jail to recognize 30 years of collaboration.

**OLD BUSINESS**

**PROJECTS UPDATE:**

**74 Main Street:** Mrs. Coates reported that there has been a slight delay with Dominion Energy due to a neighboring property owner's refusal to grant an easement for the new power pole location required for the electrical upgrade. The electrical upgrade must be completed before the project can progress any further. Over the past few weeks, the ceiling has been painted, and the HVAC equipment has been delivered; however, the project is stalled until the electrical component is completed. **Well Replacement Project:** Mr. Quesenberry reported that the

application process for the USDA is more cumbersome now than it used to be. Mr. Quesenberry is currently seeking funding opportunities through the USDA and the Virginia Department of Health’s Office of Drinking Water. **DHCD Housing Project:** Mrs. Coates reported that the project is still in the process of rehab on the three homes. One has nearly been completed, and two are currently in progress. The other homes in the project will be completed, and we are awaiting the construction of the modular homes. Once the modulars are completed, the demo can begin. Mrs. Coates anticipates movement on the complete rebuild projects in the next couple of months.

**FY 2026 BUDGET ADOPTION:**

Mayor Phelps reviewed the budget process and stated that, following the work session, public hearing, and discussions, the finalized proposal is now before the Town Council for adoption. Mr. Quesenberry noted that there haven’t been any changes made since the public hearing.

Councilman Self moved to adopt the budget as proposed for fiscal year 2026. Councilwoman Palmore seconded the motion, and it carried with the following results.

|                   |     |                |     |
|-------------------|-----|----------------|-----|
| Randall L. Phelps | Aye | Paul G. Yackel | Aye |
| Jonathan English  | Aye | Daphne Palmore | Aye |
| Ralph Self        | Aye | Bobby Walters  | Aye |

**NEW BUSINESS:**

**WARSAW DEVELOPMENT MANAGEMENT ORDINANCE – WORK ORDER PROPOSAL & DISCUSSION**

Mr. Quesenberry spoke about the need to update the Town’s Development Management Ordinance (DMO). Updating the DMO will bring it in line with recent Town improvements, such as the updated Town Code, Comprehensive Plan, and website. The current DMO is cumbersome and outdated. Mr. Quesenberry believes that there hasn’t been a substantive edit to the DMO since 2003, and changes to the State code are not reflected in our ordinance. Mr. Quesenberry has reached out to the Berkley Group, who worked with us on the Comprehensive Plan, and has received a quote for \$115,164. Mr. Quesenberry added that there are a couple of funding opportunities that could help cover the project’s costs. There are funds remaining in the SLAF Grant of approximately \$100,000, as well as a pending legal settlement with Chesapeake Donuts, which will be discussed in a closed session and is anticipated to yield approximately \$20,000. Those monies could be used to cover the cost of the upgrade. Mr. Quesenberry has previously discussed this project with the Mayor, who requested that an RFP be issued for the project. Mr. Quesenberry plans to have the project request for proposals published within the next week.

**BUSINESS IMPROVEMENT GRANT APPLICATION – RISE & SET PROVISIONS**

Councilman English spoke as the chair of the Economic Development Committee. He stated an application had been received from Rise and Set Provisions requesting reimbursement for new signage and a new sign upgrade. The owner spent \$3,593.52 and is asking for \$1,797.00, half of the amount expended. The Economic Development Committee voted to recommend approval,

with three members in favor and one abstaining. Mrs. Coates added that \$3,200.00 remained in the budget line item for the fiscal year.

Councilman English moved to approve the Economic Incentive application from Rise and Set Provisions. Councilman Walters seconded the motion, which carried with the following votes.

|                   |     |                |     |
|-------------------|-----|----------------|-----|
| Randall L. Phelps | Aye | Paul G. Yackel | Aye |
| Jonathan English  | Aye | Daphne Palmore | Aye |
| Ralph Self        | Aye | Bobby Walters  | Aye |

**SADDLERY FOUNDATION – COMMUNITY & VETERANS MEMORIAL DEDICATION**

Mrs. Coates reported that the Saddlery Foundation will host its memorial dedication at the Saddlery on June 26 at 5:30 p.m. Everyone from the community is invited to attend. The monument has been placed, and it was donated by an individual who will be recognized at the event.

**CLOSED SESSION- 2.2-3711 A-7 – LEGAL MATTERS CONCERNING CHESAPEAKE DOUGHNUTS**

Vice-Mayor Yackel moved to enter into a closed session in accordance with Virginia State Code Sections 2.2-3711A (7) as it relates to the discussion of legal matters concerning Chesapeake Doughnuts. Councilman Self seconded the motion, which carried with the following votes.

|                   |     |                |     |
|-------------------|-----|----------------|-----|
| Randall L. Phelps | Aye | Paul G. Yackel | Aye |
| Jonathan English  | Aye | Daphne Palmore | Aye |
| Ralph Self        | Aye | Bobby Walters  | Aye |

Vice-Mayor Yackel moved that the only items discussed in closed session were items relating to the legal matters referenced. Councilman Self seconded the motion. Mayor Phelps called for a roll-call vote to certify that the only items discussed were those cited in the motion to enter closed session and were legally permitted to be addressed under the subsections of the Virginia Freedom of Information Act mentioned in the motion. The roll call votes are as follows:

|                   |     |                |     |
|-------------------|-----|----------------|-----|
| Randall L. Phelps | Aye | Paul G. Yackel | Aye |
| Jonathan English  | Aye | Daphne Palmore | Aye |
| Ralph Self        | Aye | Bobby Walters  | Aye |

There was no action out of the closed session.

**CLOSING COMMENTS:**

- Councilman Walters had no additional comments.
- Councilman Self thought it was another good meeting and wanted to thank the people who follow along online. He is looking forward to the 4<sup>th</sup> Friday concert, and the band Soul Expressions is sure to be a great one to see.

- Councilwoman Palmore welcomed Ryleigh to the Town. It's great to have a new face, and she seems happy to be here. The new landscaping looks lovely in front of the Town Hall.
- Councilman English stated that when visiting other localities, he tries to see where we are compared to others. I've been currently participating in a Little League tournament in Tappahannock at Essex County Little League. Mrs. Blackley-Rice is the president of our local Little League, which is well-run, looks phenomenal, and represents the community well. I enjoyed the honor of coaching the first-ever Coach Pitch District 15 All-Star Championship team. The young boys had the time of their lives for two weeks, and it was an honor to be a part of that group. The team went 4-0 and scored 69 runs overall and only gave up 13.
- Vice-Mayor Yackel congratulated Councilman English on his tournament run and added that there are so many of our Town Council members who do things for our community. Many people notice this and ask us about the Town. Ryleigh was talking about how close we are here, but also with the community, and it's true.
- Mayor Phelps congratulated Mr. Quesenberry, who was recently invited to a Federal Reserve Conference in Roanoke to speak in front of the Federal Reserve Board on the topic of housing and Warsaw. This was a very prestigious ask for Mr. Quesenberry and the Town.

There being no further business, Mayor Phelps adjourned the meeting at 6:51 p.m.

  
Submitted by: Julia Blackley-Rice, Clerk



## MEMORANDUM

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 06/12/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Mural Project

Town staff members have obtained rights to paint a mural on the side of Big City Chuckwagon, adding a beautification element to the busiest intersection in the Northern Neck. The space, at 137 feet long, will be the largest mural project in the region. We anticipate having the mural completed sometime next month.

2. Economic Development Update

We were pleased to hold two ribbon cutting projects since our last meeting! The first was at Rise & Set Provisions, which was well attended by members of Council and the public. This new addition will allow residents from Warsaw and surrounding communities to purchase healthier alternatives for daily grocery needs. We welcome them to Town and wish them all

On Saturday, a ribbon cutting was held for Play-N-Fun Indoor Playground, a spacious facility located beside of Tractor Supply. The event had a large crowd with many children present. This amenity brings a large, safe indoor play area with interactive games and several pieces of active play equipment, as well as food and ice cream options. Please go check it out if you haven't done so!

Town staff are still working with a national gas station chain and on the hotel project for our downtown corridor. We will keep you informed as these projects progress.

### 3. Woodland Heights

Town Staff members continue to work with residents of Woodland Heights as we address any concerns that they may have regarding the proposed eight (8) homes to be built on the road, as well as the condition of the road itself. Woodland Heights road was built with no HOA/POA in place to fund repairs, nor at a large enough width to allow for it to be placed in the VDOT system. We have recently obtained a 50' easement for the road to be included in VDOT's system, but we are missing a small portion at the road's entrance. After meeting with VDOT officials, we will be working to obtain this easement, either through donation/purchase or eminent domain. We will keep you posted as this progresses.

### 4. Savvy Citizen – Interactive App

We are pleased to announce the official launch of our Savvy Citizen App, a 24/7 alert system with push notification abilities to alert citizens and visitors to important events. Whether there's a water line break that has occurred, a concert at the Town Park, or an active shooter situation, we have the ability to send notifications to registered accounts to alert the public. Starting soon, this will come with the same capabilities as the National Weather Service where we'll be able to send out texts to all Town residents, regardless of whether they have the app or not. Please take time to visit [savvycitizenapp.com](http://savvycitizenapp.com) and sign up today!

### 5. Upcoming Events

- a. Community Market – Saturday from 9AM to 2PM at the Warsaw Town Park.
- b. Northern Neck Arts Festival – Saturday & Sunday from 10AM to 4PM – Belle Ville Farm - 15104 History Land Hwy, Warsaw, VA.
- c. Fourth Fridays Concert Series featuring Soul Expressions – Friday, June 27<sup>th</sup> at 7PM – Warsaw Town Park

### 6. Staffing Changes

We are pleased to announce that Ms. Ryleigh Garrison has joined our administrative team as an Accounting Clerk. Ms. Garrison is a native of Westmoreland County and recently graduated from the University of Mary Washington with degrees in Economics and Business Administration. We want to take this time to welcome her to our team and let her say a few words.



# Warsaw Police Department

*From the desk of Chief Sean L. Peterson*



## MONTHLY ACTIVITY REPORT May 1 - 31, 2025

**Total calls for service: 351**

### Section I: Incidents

| DATE       | CASE        | OFFENSE  | BLK / STREET      |
|------------|-------------|--|-------------------|
| 05/02/2025 | 2025-000074 | 46.2-864 / 18.2-57: Reckless Driving / Assault | 4364 Richmond Rd  |
| 05/09/2025 | 2025-000076 | 18.2-461 – Summon LEO with intent to interfere | 4188 Richmond Rd  |
| 05/29/2025 | 2025-000089 | Welfare Check/investigation                    | 52 Campus Drive.  |
| 05/30/2025 | 2025-00945  | Possession of Stolen Property                  | 4522 Richmond Rd. |

### Section II: Arrests

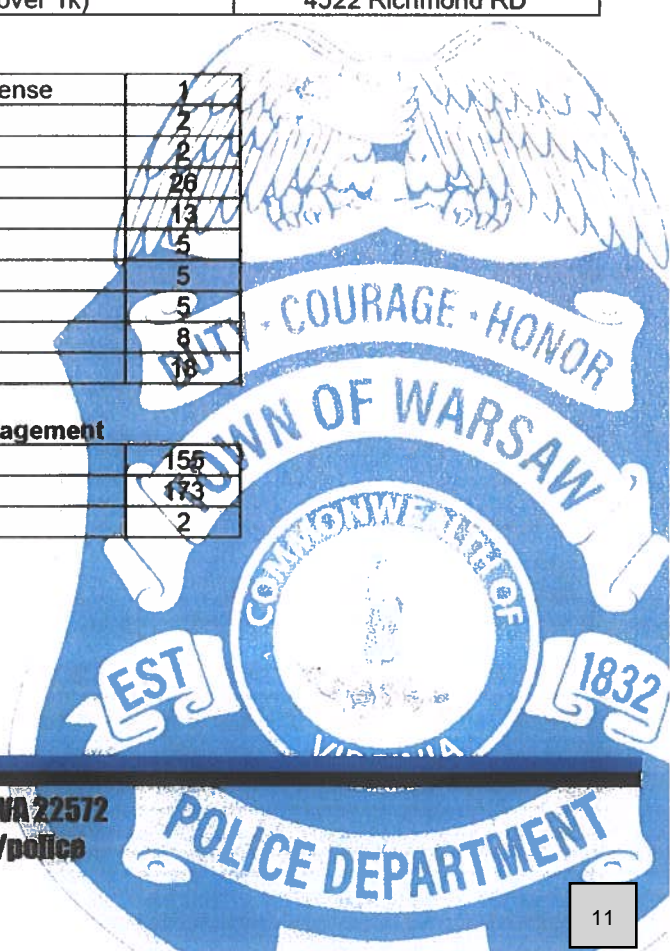
| DATE       | CASE        | OFFENSE  | BLK / STREET     |
|------------|-------------|--|------------------|
| 05/02/2025 | 2025-000074 | 18.2-57 (Assault) / 18.2-137 (Damage/Mon) / 46.2-864 | 4364 Richmond RD |
| 05/09/2025 | 2025-000076 | 18.2-461 (sum LEO w/inten) / 18.2-429 (              | 4188 Richmond Rd |
| 05/21/2025 | 2025-000082 | 53.1-149 – Felony Probation Violation                | 471 Main Street  |
| 05/22/2025 | 2025-000083 | 19.2-306 Probation Violation                         | 471 Main Street  |
| 05/30/2025 | 2025-00090  | 18.2-108 (Stolen Goods over 1k)                      | 4522 Richmond RD |

### Section III: Traffic

|                                      |    |
|--------------------------------------|----|
| Driving on Suspended/Revoked License | 1  |
| Reckless Driving                     | 2  |
| Distracted Driving                   | 2  |
| Speeding                             | 26 |
| Expired Inspection                   | 13 |
| Expired / Improper VA Tag            | 5  |
| Town Citations Issued                | 5  |
| All other traffic summons            | 5  |
| Reportable traffic crashes           | 8  |
| Traffic Warnings                     | 18 |

### Section IV: Community Engagement

|                             |     |
|-----------------------------|-----|
| Neighborhood Select Patrols | 156 |
| Business Checks             | 173 |
| Community Events            | 2   |



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



Town of  
**WARSAW**  
*Heart of Virginia's Northern Neck*

## Attachment 3

COUNCIL MEMO

Section 3, Item b.

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>

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### MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 6/12/2025

RE: Public Works Report

Dear Council Members:

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

**-WWTP**

#### **Monthly Numbers**

Average daily Influent flow for May – 191,600 gallons, an increase of 1,400 gals from the month of April average daily flow.

Maximum influent flow for May – 278,400 gallons, a decrease of 66,300 gals from the month of April max flow.

#### **Nutrient Sampling Results**

For May the average effluent Total Nitrogen (TN) concentration was 1.83 mg/l, within the limits of our permit.

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

#### **Monthly Operations and Maintenance**

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

Completed and submitted our monthly operations report.

Plant Staff collected samples at our six ground water monitoring wells to complete testing for our second quarter of 2025.

Operators serviced equipment as required by our preventive maintenance program.

Plant staff hosted two Treatment Plant tours for the Chesapeake Bay Governors School Students.

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 3, Item b.

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>

Treatment Plant Operators assisted with recording water meter readings.

Plant staff continue to work on the appearance of the buildings and grounds.

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

#### **-Water Department**

Attached you will find the Water Loss Report, for the month of May 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.

Nitrate-nitrite samples were collected at Well # 1,2, and 4. All came back good.

Cyanide samples were taken at Well 1 and 2, both came back good as well.

Lastly for samples, staff took VOC's at Well #4, also came back good.

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

All sewage pump stations were cleaned, greased, and alarm dialers checked.

Staff begin our yearly maintenance on all town-owned generators.

#### **-Refuse Department**

For the month of April town staff made 17 trips to the landfill totaling 133 tons or 266,000 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.

Staff ripped out all bushes and mulch beds at the town office, all new bushes were planted along with river rocks in hopes to easily maintain it.

# 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 = 5,742,800 gallons**

Sold: Residential  gallons

Total Sold = 5,513,725 gallons

**B: Difference: (Produced+Purchased) - Sold = 229,075 gallons**

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

**Gallons of Water Accounted For:**

|                                 |                                     |         |
|---------------------------------|-------------------------------------|---------|
| Breaks (Estimated Total)        | <input type="text" value="10,000"/> | gallons |
| Hydrant Flushing                | <input type="text" value="2,500"/>  | gallons |
| Storage Tank/Clearwell overflow | <input type="text" value="0"/>      | gallons |
| Fire Hydrant Use                | <input type="text" value="7,500"/>  | gallons |
| Fire Department Use             | <input type="text" value="5,000"/>  | gallons |
| Leak adjustments                | <input type="text" value="16,000"/> | gallons |
| Maintenance shop                | <input type="text" value="10,000"/> | gallons |
| Sewer jetting                   | <input type="text" value="1,800"/>  | gallons |
| Town watering flowers           | <input type="text" value="10,000"/> | gallons |
| Office/Police Dept.             | <input type="text" value="5,000"/>  | gallons |
|                                 | <input type="text" value=""/>       | gallons |

**C: Total Gallons Accounted For = 67,800 gallons**

Loss: Unaccounted-for Water: (B-C) = 161,275 gallons

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

days in billing period

Gallons / Day Loss = 5,040 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  
7/8/2025 2:13:00 PM

Period Ending 6/30/2025

### 10 GENERAL FUND

| Description                                   | Budget    | Encumbrance | MTD       | QTD        | YTD        | Variance       | Percent |
|---|-----------|-------------|-----------|------------|------------|----------------|---------|
| <b>Revenues</b>                               |           |             |           |            |            |                |         |
| 10-300-0000 PERMITS & FEES                    | 2,500     | 0.00        | 1,340.00  | 3,450.00   | 5,400.00   | 2,900.00       | 216%    |
| 10-301-0000 S W USER FEE -<br>COMMERCIAL      | 166,500   | 0.00        | 18,390.00 | 49,695.00  | 193,530.00 | 27,030.00      | 116%    |
| 10-301-5000 SW USER FEE - RESIDENTIAL         | 88,000    | 0.00        | 7,440.00  | 22,335.00  | 89,260.40  | 1,260.40       | 101%    |
| 10-305-0000 REAL ESTATE TAXES                 | 260,000   | 0.00        | (3.52)    | (0.43)     | 283,430.04 | 23,430.04      | 109%    |
| 10-306-0000 PERSONAL PROPERTY<br>TAXES        | 140,000   | 0.00        | 163.69    | 272.09     | 171,777.50 | 31,777.50      | 123%    |
| 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      | 185,012.00 | 185,012.00 | 15,012.00      | 109%    |
| 10-315-0000 BUSINESS LICENSES                 | 130,000   | 0.00        | 1,827.36  | 6,800.49   | 178,582.66 | 48,582.66      | 137%    |
| 10-320-0000 VEHICLE TAX/DECALS                | 35,000    | 0.00        | (61.07)   | (61.07)    | 34,866.91  | (133.09)       | 100%    |
| 10-325-0000 STATE SALES TAX                   | 100,000   | 0.00        | 11,297.30 | 30,438.09  | 132,329.11 | 32,329.11      | 132%    |
| 10-326-0000 MEALS TAX                         | 635,000   | 0.00        | 66,191.97 | 211,505.53 | 712,735.96 | 77,735.96      | 112%    |
| 10-327-0000 LODGING TAX                       | 43,000    | 0.00        | 4,441.57  | 13,091.93  | 43,827.65  | 827.65         | 102%    |
| 10-328-0000 CIGARETTE TAX                     | 80,000    | 0.00        | 0.00      | 7,466.65   | 55,301.69  | (24,698.31)    | 69%     |
| 10-330-0000 FINES                             | 35,000    | 0.00        | 3,422.90  | 8,771.44   | 33,412.26  | (1,587.74)     | 95%     |
| 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      | 10,839.00  | 45,772.08  | 11,272.08      | 133%    |
| 10-360-0000 UTILITY/CONSMPTION TX             | 13,500    | 0.00        | 2,333.35  | 5,533.53   | 18,892.44  | 5,392.44       | 140%    |
| 10-361-0000 COMMUNICATIONS TAX                | 29,000    | 0.00        | 2,581.83  | 7,662.89   | 30,516.98  | 1,516.98       | 105%    |
| 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<br>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<br>GRANTS-TRANSP-ALTERNATIVE-VDOT | 1,500,000 | 0.00        | 0.00      | 80,000.73  | 301,224.70 | (1,198,775.30) | 20%     |

## Budget vs Actual

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Period Ending 6/30/2025

### 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        | 58,176.00  | 58,176.00  | 61,770.00    | (570,764.00)   | 10%     |
| 10-391-0000 GRANTS/DMV                    | 7,200     | 0.00        | 0.00       | 449.42     | 2,613.42     | (4,586.58)     | 36%     |
| 10-392-0000 GRANTS/DCJS                   | 3,000     | 0.00        | 0.00       | 676.00     | 676.00       | (2,324.00)     | 23%     |
| 10-392-1000 GRANT - LITTER DEQ            | 0         | 0.00        | 0.00       | 0.00       | 1,796.00     | 1,796.00       |         |
| 10-396-0000 RICHCO/ HAUL FEE              | 12,000    | 0.00        | 1,246.86   | 3,649.95   | 12,547.89    | 547.89         | 105%    |
| 10-397-0000 TRASH DUMPSTERS               | 10,000    | 0.00        | 4,081.58   | 5,123.58   | 13,553.16    | 3,553.16       | 136%    |
| 10-398-0000 POLICE CAR RESERVES           | 0         | 0.00        | 0.00       | 0.00       | 52,000.00    | 52,000.00      |         |
| 10-398-0005 REFUSE<br>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        | 145.00     | 185.00     | 21,785.00    | (8,215.00)     | 73%     |
| Revenues Totals:                          | 4,497,363 | 0.00        | 183,014.82 | 711,072.82 | 3,210,037.25 | (1,287,325.75) | 71%     |
| <b>Expenses</b>                           |           |             |            |            |              |                |         |
| 10-420-0200 SALARIES/ADM                  | 360,000   | 0.00        | 14,161.62  | 68,733.79  | 351,009.10   | 8,990.90       | 98%     |
| 10-420-0201 OT/BONUS --ADMIN              | 3,000     | 0.00        | 0.00       | 8.75       | 2,883.74     | 116.26         | 96%     |
| 10-420-0500 PAYROLL TAXES/ADM             | 27,300    | 0.00        | 1,054.00   | 5,102.90   | 26,421.23    | 878.77         | 97%     |
| 10-420-0600 SHORT&LONG TERM<br>DISABILITY | 1,965     | 0.00        | 110.78     | 378.91     | 1,641.52     | 323.48         | 84%     |
| 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        | 898.00     | 8,082.00   | 48,492.00    | 5,388.00       | 90%     |
| 10-420-1000 EDUCATION/PROF<br>DEVELOPMT   | 2,000     | 0.00        | 0.00       | 5,384.97   | 6,254.97     | (4,254.97)     | 313%    |
| 10-420-1100 TELEPHONE/OFFICE              | 8,250     | 0.00        | 273.63     | 1,740.65   | 7,192.33     | 1,057.67       | 87%     |
| 10-420-1300 ELECTRICITY/OFFICE            | 5,000     | 0.00        | 226.37     | 623.10     | 4,044.68     | 955.32         | 81%     |
| 10-420-1400 MTGS/CONFERENCES/ADM          | 9,000     | 0.00        | 3,175.47   | 3,972.22   | 8,587.21     | 412.79         | 95%     |
| 10-420-1500<br>BLDGS/GROUNDS/MAINTENANCE  | 18,000    | 0.00        | 6,891.50   | 10,177.31  | 40,175.46    | (22,175.46)    | 223%    |
| 10-420-1900 CIGARETTE TAX STAMPS          | 5,000     | 0.00        | 0.00       | 0.00       | 0.00         | 5,000.00       |         |

## Budget vs Actual

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### 10 GENERAL FUND

| Description:                                      | Budget         | Encumbrance | MTD              | QTD               | YTD               | Variance           | Percent     |
|---|----------------|-------------|------------------|-------------------|-------------------|--------------------|-------------|
| 10-420-2200 AUDIT                                 | 14,000         | 0.00        | 15,600.00        | 15,600.00         | 16,650.00         | (2,650.00)         | 119%        |
| 10-420-2300 LEGAL SERVICES                        | 25,000         | 0.00        | -0.00            | 6,265.00          | 38,259.49         | (13,259.49)        | 153%        |
| 10-420-2600 ADVERTISING                           | 30,000         | 0.00        | 5,970.49         | 13,334.77         | 48,986.77         | (18,986.77)        | 163%        |
| 10-420-3100 AUTO O/M-ADM EXPENSE                  | 4,500          | 0.00        | 20.00            | 664.44            | 5,003.70          | (503.70)           | 111%        |
| 10-420-3200 OFFICE SUPPLIES                       | 13,000         | 0.00        | 8,943.58         | 12,742.30         | 33,223.68         | (20,223.68)        | 256%        |
| 10-420-3300 PRINTING/REPORTS/MAPPING              | 250            | 0.00        | 0.00             | 29.04             | 129.04            | 120.96             | 52%         |
| 10-420-3400 COMPUTER SUPPORT FEE                  | 17,000         | 0.00        | 863.57           | 2,832.52          | 19,923.75         | (2,923.75)         | 117%        |
| 10-420-3450 COMPUTER O/M                          | 6,500          | 0.00        | 39.98            | 79.96             | 2,830.56          | 3,669.44           | 44%         |
| 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        | 123.00           | 528.48            | 3,921.31          | (1,421.31)         | 157%        |
| 10-420-5350 SAFETY PROGRAM                        | 1,000          | 0.00        | 0.00             | 0.00              | 67.40             | 932.60             | 7%          |
| 10-420-5400 INSURANCE/RISK MANAGEMT               | 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             | 121.93            | 8,724.95          | 1,275.05           | 87%         |
| 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        | 964.77           | 2,180.35          | 11,117.46         | (2,617.46)         | 131%        |
| 10-420-5900 ECONOMIC DEVELOPMENT                  | 39,400         | 0.00        | 1,617.00         | 5,529.75          | 39,377.25         | 22.75              | 100%        |
| 10-420-5950 ECONOMIC DEVLEOPMENT - BUSINESS LOANS | 0              | 0.00        | 0.00             | 0.00              | 10,000.00         | (10,000.00)        |             |
| <b>ADMINISTRATION Totals:</b>                     | <b>724,900</b> | <b>0.00</b> | <b>60,933.76</b> | <b>164,113.14</b> | <b>774,562.52</b> | <b>(49,662.52)</b> | <b>107%</b> |

## Budget vs Actual

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### 10 GENERAL FUND

| Description                               | Budget  | Encumbrance | MTD       | QTD       | YTD        | Variance    | Percent |
|---|---------|-------------|-----------|-----------|------------|-------------|---------|
| 10-510-0200 SALARIES/WPD                  | 268,000 | 0.00        | 12,477.60 | 58,944.25 | 292,328.58 | (24,328.58) | 109%    |
| 10-510-0201 OT/BONUS - WPD                | 10,000  | 0:00        | 390.32    | 5,657.02  | 23,392.28  | (13,392.28) | 234%    |
| 10-510-0500 PAYROLL TAXES/WPD             | 20,500  | 0.00        | 1,022.62  | 5,209.02  | 24,625.22  | (4,125.22)  | 120%    |
| 10-510-0600 SHORT&LONG TERM<br>DISABILITY | 990     | 0.00        | 218.79    | 1,256.85  | 1,951.56   | (961.56)    | 197%    |
| 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        | 22,273.00 | 22,273.00 | 24,823.84  | (22,323.84) | 993%    |
| 10-510-0900 MEDICAL INSURANCE/WPD         | 32,328  | 0.00        | 0.00      | 5,388.00  | 26,940.00  | 5,388.00    | 83%     |
| 10-510-1000 PROFESSIONAL<br>DEVELOP/WPD   | 2,000   | 0.00        | 67.03     | 249.58    | 972.48     | 1,027.52    | 49%     |
| 10-510-1100 LEGAL FEES/WPD                | 10,000  | 0.00        | 0.00      | 330.00    | 851.02     | 9,148.98    | 9%      |
| 10-510-2000 Electricy - WPD               | 2,300   | 0.00        | 130.27    | 458.62    | 2,332.28   | (32.28)     | 101%    |
| 10-510-2100 Grounds/Maintenance - WPD     | 9,000   | 0.00        | 419.40    | 499.40    | 10,407.23  | (1,407.23)  | 116%    |
| 10-510-3100 AUTO O/M-WPD                  | 25,000  | 0.00        | 893.57    | 4,656.32  | 21,514.34  | 3,485.66    | 86%     |
| 10-510-3200 UNIFORMS/SUPPLIES/WPD         | 5,000   | 0.00        | 118.46    | 1,621.17  | 9,523.53   | (4,523.53)  | 190%    |
| 10-510-3210 POLICE SUPPLIES               | 6,500   | 0:00        | 1,136.78  | 1,570.79  | 12,689.50  | (6,189.50)  | 195%    |
| 10-510-3220 OFFICE SUPPLIES               | 3,000   | 0.00        | 36.99     | 1,308.49  | 8,859.88   | (5,859.88)  | 295%    |
| 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        | 878.88    | 2,934.43  | 24,254.10  | (14,254.10) | 243%    |
| 10-510-3500 TELECOMMUNICATIONS            | 9,000   | 0.00        | 8,135.80  | 10,102.39 | 16,954.15  | (7,954.15)  | 188%    |
| 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      | 47.51     | 3,197.88   | (1,697.88)  | 213%    |
| 10-510-3710 GRANT/DMV                     | 0       | 0:00        | 499.77    | 3,385.95  | 5,813.09   | (5,813.09)  |         |
| 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<br>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        | 48,699.28 | 125,892.79 | 548,070.92 | (55,276.92) | 111%    |

## 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        | 8,740.24  | 39,494.35 | 198,261.67 | (3,261.67)   | 102%    |
| 10-550-0201 OT/BONUS - PS                     | 5,000     | 0.00        | 168.48    | 850.30    | 9,096.04   | (4,096.04)   | 182%    |
| 10-550-0500 PAYROLL TAXES/PS                  | 16,250    | 0.00        | 683.07    | 3,092.53  | 24,203.51  | (7,953.51)   | 149%    |
| 10-550-0600 SHORT&LONG TERM<br>DISABILITY     | 950       | 0.00        | 90.88     | 189.09    | 830.16     | 119.84       | 87%     |
| 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        | 0.00      | 8,980.00  | 41,308.00  | 1,796.00     | 96%     |
| 10-550-1100 TELEPHONES - PUBLIC<br>SERVICE    | 3,500     | 0.00        | 133.28    | 1,057.92  | 3,199.89   | 300.11       | 91%     |
| 10-550-1300 ELECTRICITY-TOWNPARK              | 5,000     | 0.00        | 233.18    | 1,168.53  | 4,103.62   | 896.38       | 82%     |
| 10-550-1700 REPAIRS/TRASH TRUCK               | 25,000    | 0.00        | 4,076.05  | 16,566.32 | 24,583.90  | 416.10       | 98%     |
| 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        | 1,624.28  | 1,688.16  | 1,738.51   | (1,238.51)   | 348%    |
| 10-550-3100 OPERATION/TRASH TRK               | 29,000    | 0.00        | 1,515.78  | 6,705.19  | 22,814.14  | 6,185.86     | 79%     |
| 10-550-3150 VEHICLE M&O/PS                    | 11,000    | 0.00        | 502.88    | 3,292.93  | 8,808.36   | 2,191.64     | 80%     |
| 10-550-3200 UNIFORMS/ETC                      | 2,500     | 0.00        | 0.00      | 485.94    | 1,455.95   | 1,044.05     | 58%     |
| 10-550-3300 EQPT/SUPPLIES/PS                  | 2,000     | 0.00        | 31.60     | 2,303.25  | 4,908.32   | (2,908.32)   | 245%    |
| 10-550-3400 SAFETY EQUIPMENT                  | 1,000     | 0.00        | 0.00      | 91.25     | 314.58     | 685.42       | 31%     |
| 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      | 179.98    | 2,179.98   | 7,820.02     | 22%     |
| 10-550-3600<br>GRANTS-TRANSP-ALTERNATIVE-VDOT | 1,500,000 | 0.00        | 0.00      | 1,648.13  | 120,926.66 | 1,379,073.34 | 8%      |
| 10-550-3700 BEAUTIFICATION                    | 35,000    | 0.00        | 19,579.55 | 27,436.09 | 84,309.28  | (49,309.28)  | 241%    |
| 10-550-3800 STREET LIGHTS                     | 36,000    | 0.00        | 2,745.40  | 8,209.45  | 34,117.57  | 1,882.43     | 95%     |
| 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        | 0.00      | 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<br>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<br>(EXPENSE)         | 632,534   | 0.00        | 0.00      | 76,676.00  | 110,135.00   | 522,399.00   | 17%     |
| 10-550-5300 INSURANCE/RISK<br>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        | 562.59    | 1,480.27   | 5,053.39     | 1,446.61     | 78%     |
| 10-550-5700 MISCELLANEOUS/PS                              | 1,500     | 0.00        | 51.31     | 72.80      | 1,058.18     | 441.82       | 71%     |
| 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        | 274.75    | 996.73     | 4,684.98     | 1,815.02     | 72%     |
| 10-550-6200 THE BOUNDS                                    | 20,000    | 0.00        | 1,186.51  | 7,034.42   | 39,751.91    | (19,751.91)  | 199%    |
| 10-550-6400 COMMUNITY MARKET                              | 2,000     | 0.00        | 438.66    | 1,098.66   | 2,203.66     | (203.66)     | 110%    |
| 10-550-6500 PROJECT CONTINGENCIES                         | 66,600    | 0.00        | 35,225.00 | 62,828.75  | 86,489.12    | (19,889.12)  | 130%    |
| 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        | 77,863.49 | 274,528.44 | 1,028,037.93 | 1,732,920.07 | 37%     |

**Budget vs Actual**

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**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 | 1,200.00  | 0.00        | 100%    |
| 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 | 3,000.00  | 0.00        | 100%    |
| 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        | 584.88 | 4,323.83 | 82,892.28 | (42,892.28) | 207%    |
| Totals:                              | 40,000 | 0.00        | 584.88 | 4,323.83 | 82,892.28 | (42,892.28) | 207%    |

## Budget vs Actual

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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%     |
| 10-998-0004 74 MAIN STREET LOAN REPAYMENT | 0       | 0.00        | 1,469.35 | 1,469.35 | 1,469.35   | (1,469.35)  |         |
| 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        | 1,469.35 | 1,469.35 | 10,720.01  | 271,743.99  | 4%      |

## Budget vs Actual

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**10 GENERAL FUND**

| Description  | Budget  | Encumbrance | MTD      | QTD       | YTD        | Variance     | Percent |
|--|---------|-------------|----------|-----------|------------|--------------|---------|
| 10-999-0001 TRASH TRK DEBT (5 YRS)                 | 19,452  | 0.00        | 1,621.00 | 4,863.00  | 19,452.00  | 0.00         | 100%    |
| 10-999-0002 POLICE CARS DEBT (5 YRS)               | 11,065  | 0.00        | 923.00   | 2,769.00  | 11,076.00  | (11.00)      | 100%    |
| 10-999-0003 STORMWATER FACILITY DEBT               | 38,157  | 0.00        | 3,179.78 | 6,359.56  | 34,977.58  | 3,179.42     | 92%     |
| 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        | 688.00   | 2,064.00  | 8,256.00   | 0.00         | 100%    |
| 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        | 0.00     | 1,518.33  | 15,139.43  | 3,961.57     | 79%     |
| 10-999-0009 TRASH TRUCK DEBT (FY2025)              | 33,710  | 0.00        | 2,876.00 | 8,628.00  | 25,884.00  | 7,826.00     | 77%     |
| DEBT SERVICE Totals:                               | 132,441 | 0.00        | 9,287.78 | 26,201.89 | 660,206.05 | (527,765.05) | 498%    |

**Budget vs Actual**

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|   |           |      |             |            |              |              |     |
|---|-----------|------|-------------|------------|--------------|--------------|-----|
| Expenses Totals:                                | 4,497,363 | 0.00 | 198,838.54  | 596,529.44 | 3,173,905.18 | 1,323,457.82 | 71% |
| 10 GENERAL FUND Revenues Over/(Under) Expenses: |           |      | (15,823.72) | 114,543.38 | 36,132.07    |              |     |

## Budget vs Actual

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### 30 WATER FUND

| Description                               | Budget    | Encumbrance | MTD       | QTD        | YTD        | Variance       | Percent |
|---|-----------|-------------|-----------|------------|------------|----------------|---------|
| <b>Revenues</b>                           |           |             |           |            |            |                |         |
| 30-305-0000 WATER USER FEES               | 500,000   | 0.00        | 33,447.70 | 94,883.74  | 383,176.50 | (116,823.50)   | 77%     |
| 30-306-0000 WATER AVAILABILITY FEES       | 0         | 0.00        | 0.00      | 10,000.00  | 10,000.00  | 10,000.00      |         |
| 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        | 33,447.70 | 104,883.74 | 394,935.44 | (1,107,664.56) | 26%     |
| <b>Expenses</b>                           |           |             |           |            |            |                |         |
| 30-810-0200 SALARIES/WATER                | 140,000   | 0.00        | 6,226.81  | 30,721.93  | 151,579.43 | (11,579.43)    | 108%    |
| 30-810-0201 OT/BONUS - WATER              | 9,000     | 0.00        | 509.63    | 1,189.51   | 15,224.27  | (6,224.27)     | 169%    |
| 30-810-0500 PAYROLL TAXES/WTR             | 10,450    | 0.00        | 457.52    | 2,152.11   | 11,904.15  | (1,454.15)     | 114%    |
| 30-810-0600 SHORT&LONG TERM<br>DISABILITY | 680       | 0.00        | 45.66     | 141.96     | 597.72     | 82.28          | 88%     |
| 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        | 0.00      | 5,119.00   | 27,391.00  | 12,485.00      | 69%     |
| 30-810-1100<br>TELEMETRY/TELEPHONE/WTR    | 3,000     | 0.00        | 0.00      | 403.36     | 2,113.55   | 886.45         | 70%     |
| 30-810-1300 ELECTRICITY/WELLS/WTR         | 32,000    | 0.00        | 2,212.73  | 5,145.91   | 31,469.57  | 530.43         | 98%     |
| 30-810-1600 MAINTENANCE/WELLS/WTR         | 5,500     | 0.00        | 0.00      | 303.34     | 5,163.40   | 336.60         | 94%     |
| 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        | 5,200.00  | 5,200.00   | 6,250.00   | (250.00)       | 104%    |
| 30-810-2700 TRACTOR M/O-WTR               | 2,000     | 0.00        | 0.00      | 13.48      | 89.87      | 1,910.13       | 4%      |
| 30-810-2800 BUSHHOG/MOWERS/WTR            | 2,300     | 0.00        | 581.63    | 926.52     | 1,897.11   | 402.89         | 82%     |
| 30-810-2900 EQUIPMENT/TOOLS/WTR           | 3,500     | 0.00        | 1,468.24  | 1,624.51   | 2,046.43   | 1,453.57       | 58%     |
| 30-810-3000 OFFICE EQUIPMENT/WTR          | 1,000     | 0.00        | 231.00    | 876.76     | 5,196.84   | (4,196.84)     | 520%    |
| 30-810-3100 VEHICLE M/O-WTR               | 14,000    | 0.00        | 0.00      | 2,509.40   | 16,240.32  | (2,240.32)     | 116%    |
| 30-810-3200 OFFICE SUPPLIES/WTR           | 2,500     | 0.00        | 178.33    | 723.02     | 3,583.52   | (1,083.52)     | 143%    |
| 30-810-3300 SUPPLIES/WATER                | 5,000     | 0.00        | 0.00      | 870.18     | 3,912.67   | 1,087.33       | 78%     |
| 30-810-3400 SAFETY EQUIPMENT/WTR          | 1,000     | 0.00        | 0.00      | 0.00       | 556.76     | 443.24         | 56%     |

## Budget vs Actual

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### 30 WATER FUND

| Description                        | Budget  | Encumbrance | MTD       | QTD       | YTD        | Variance    | Percent |
|------------------------------------|---------|-------------|-----------|-----------|------------|-------------|---------|
| 30-810-3500 BACKHOE M/O=WTR        | 1,000   | 0.00        | 0.00      | 0.00      | 653.90     | 346.10      | 65%     |
| 30-810-4000 UNIFORMS/ETC/WTR       | 2,500   | 0.00        | 0.00      | 125.00    | 809.26     | 1,690.74    | 32%     |
| 30-810-4100 MISS UTILITY GRIDS/WTR | 500     | 0.00        | 0.00      | 43.00     | 159.15     | 340.85      | 32%     |
| 30-810-4300 INSTALL METER/CONN/WTR | 5,000   | 0.00        | 4,733.22  | 4,733.22  | 7,124.84   | (2,124.84)  | 142%    |
| 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      | 106.08    | 1,605.46   | 394.54      | 80%     |
| 30-810-4600 WATER TESTING          | 3,500   | 0.00        | 486.03    | 919.38    | 2,263.17   | 1,236.83    | 65%     |
| 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      | 2,866.00  | 11,808.32  | (1,808.32)  | 118%    |
| 30-810-5100 REPAIRS/WATER LINE     | 12,000  | 0.00        | 19,779.19 | 20,519.74 | 24,180.37  | (12,180.37) | 202%    |
| 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      | 28.93     | 784.70     | 1,215.30    | 39%     |
| 30-810-5900 TRAINING & LICENSING   | 500     | 0.00        | 0.00      | 513.75    | 1,198.75   | (698.75)    | 240%    |
| WATER DEPT Totals:                 | 392,656 | 0.00        | 42,109.99 | 87,776.09 | 399,028.78 | (6,372.78)  | 102%    |

## Budget vs Actual

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### 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

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30 WATER FUND

| Description                                   | Budget | Encumbrance | MTD  | QTD  | YTD  | Variance  | Percent |
|---|--------|-------------|------|------|------|-----------|---------|
| 30-999-0007 VRA WATER TOWER - BOND<br>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

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|   |           |      |            |           |             |              |     |
|---|-----------|------|------------|-----------|-------------|--------------|-----|
| Expenses Totals:                              | 1,502,600 | 0.00 | 42,109.99  | 87,776.09 | 418,505.75  | 1,084,094.25 | 28% |
| 30 WATER FUND Revenues Over/(Under) Expenses: |           |      | (8,662.29) | 17,107.65 | (23,570.31) |              |     |

Budget vs Actual

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40 WASTEWATER FUND

| Description                            | Budget  | Encumbrance | MTD       | QTD        | YTD        | Variance    | Percent |
|--|---------|-------------|-----------|------------|------------|-------------|---------|
| <b>Revenues</b>                        |         |             |           |            |            |             |         |
| 40-351-0000 WASTEWATER USER FEES       | 800,000 | 0.00        | 73,687.44 | 205,776.95 | 819,727.22 | 19,727.22   | 102%    |
| 40-352-0000 WWF AVAILABILITY FEE       | 0       | 0.00        | 0.00      | 22,000.00  | 22,000.00  | 22,000.00   |         |
| 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        | 73,687.44 | 227,776.95 | 847,125.22 | 25,525.22   | 103%    |
| <b>Expenses</b>                        |         |             |           |            |            |             |         |
| 40-820-0200 SALARIES/WWF               | 155,000 | 0.00        | 6,017.62  | 30,178.92  | 145,864.38 | 9,135.62    | 94%     |
| 40-820-0201 OT/BONUS - WASTEWATER      | 9,000   | 0.00        | 212.01    | 614.96     | 10,728.12  | (1,728.12)  | 119%    |
| 40-820-0500 PAYROLL TAXES/WWF          | 11,000  | 0.00        | 476.57    | 2,355.74   | 11,971.14  | (971.14)    | 109%    |
| 40-820-0600 SHORT&LONG TERM DISABILITY | 815     | 0.00        | 48.13     | 151.86     | 486.75     | 328.25      | 60%     |
| 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        | 0.00      | 3,592.00   | 23,348.00  | 8,980.00    | 72%     |
| 40-820-1100 TELEPHONE/WWF              | 7,000   | 0.00        | 72.38     | 1,585.37   | 6,274.23   | 725.77      | 90%     |
| 40-820-1200 PROPANE/SHOPS              | 3,750   | 0.00        | 0.00      | 53.00      | 4,082.29   | (332.29)    | 109%    |
| 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        | 4,936.38  | 14,906.92  | 60,496.84  | (496.84)    | 101%    |
| 40-820-1350 WW ELECTRICITY-GENERAL     | 25,000  | 0.00        | 1,956.98  | 8,025.70   | 30,969.34  | (5,969.34)  | 124%    |
| 40-820-1600 MAINTENANCE/LS/WWF         | 12,000  | 0.00        | 8,976.00  | 9,516.48   | 19,774.66  | (7,774.66)  | 165%    |
| 40-820-1700 WW PLANT MAINTENANCE       | 16,500  | 0.00        | 53.30     | 565.90     | 35,242.23  | (18,742.23) | 214%    |
| 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        | 5,200.00  | 5,200.00   | 6,250.00   | (1,250.00)  | 125%    |
| 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      | 3,980.00   | 26,070.00  | 3,930.00    | 87%     |
| 40-820-2600 ADVERTISING                | 1,500   | 0.00        | 0.00      | 227.67     | 427.06     | 1,072.94    | 28%     |
| 40-820-2700 TRACTOR MAINT/OPR/WWF      | 5,000   | 0.00        | 0.00      | 41.47      | 473.73     | 4,526.27    | 9%      |

## Budget vs Actual

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**40 WASTEWATER FUND**

| Description                                  | Budget         | Encumbrance | MTD              | QTD               | YTD               | Variance           | Percent     |
|--|----------------|-------------|------------------|-------------------|-------------------|--------------------|-------------|
| 40-820-2800<br>BUSHHOG/MOWERS/M/O/WWF        | 3,000          | 0.00        | 0.00             | 428.51            | 1,416.68          | 1,583.32           | 47%         |
| 40-820-2850 EQUIPMENT MAINTENANCE            | 10,000         | 0.00        | 0.00             | 256.31            | 11,356.43         | (1,356.43)         | 114%        |
| 40-820-2900 EQUIPMENT/TOOLS/WWF              | 2,000          | 0.00        | 374.14           | 1,160.51          | 3,442.99          | (1,442.99)         | 172%        |
| 40-820-3000 COMPUTER O/M                     | 1,500          | 0.00        | 0.00             | 131.35            | 9,560.80          | (8,060.80)         | 637%        |
| 40-820-3100 VEHICLE M/O-WWF                  | 16,000         | 0.00        | 2,740.17         | 5,609.83          | 14,620.79         | 1,379.21           | 91%         |
| 40-820-3200 OFFICE SUPPLIES/WWF              | 2,500          | 0.00        | 429.13           | 1,124.45          | 4,568.84          | (2,068.84)         | 183%        |
| 40-820-3300 SUPPLIES/GENERAL/WWF             | 4,000          | 0.00        | 30.78            | 1,443.70          | 4,061.90          | (61.90)            | 102%        |
| 40-820-3400 SAFETY EQUIPMENT                 | 1,500          | 0.00        | 354.20           | 1,231.35          | 4,709.18          | (3,209.18)         | 314%        |
| 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        | 80.00            | 472.49            | 1,138.27          | 1,861.73           | 38%         |
| 40-820-4100 MISS UTILITY/WWF                 | 500            | 0.00        | 0.00             | 43.00             | 198.58            | 301.42             | 40%         |
| 40-820-4300<br>CONNECTIONS/INSTALLATIONS/WWF | 100            | 0.00        | 0.00             | 0.00              | 0.00              | 100.00             |             |
| 40-820-4600 SUPPLIES/TESTING/WWF             | 3,500          | 0.00        | 1,095.75         | 1,426.23          | 14,348.53         | (10,848.53)        | 410%        |
| 40-820-4900<br>CHLORINATION/DECHLOR/WWF      | 2,500          | 0.00        | 0.00             | (15,270.00)       | 0.00              | 2,500.00           |             |
| 40-820-4950 WWTP CHEMICALS                   | 50,000         | 0.00        | 0.00             | 31,336.60         | 43,051.23         | 6,948.77           | 86%         |
| 40-820-5000 GROUND WATER<br>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        | 3,360.00         | 3,533.33          | 3,533.33          | 1,466.67           | 71%         |
| 40-820-5300 DUES/WWF                         | 2,000          | 0.00        | 898.00           | 898.00            | 2,642.80          | (642.80)           | 132%        |
| 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        | 21.40            | 21.40             | 674.35            | 825.65             | 45%         |
| 40-820-7900 TRAINING/PLANT OPR               | 1,500          | 0.00        | 971.53           | 1,097.53          | 2,454.04          | (954.04)           | 164%        |
| 40-820-8000 CONTRACTED LAB TESTING           | 35,000         | 0.00        | 2,425.23         | 14,218.15         | 62,562.13         | (27,562.13)        | 179%        |
| 40-820-8100 WWF MINOR PERMIT FEE             | 3,750          | 0.00        | 0.00             | 0.00              | 3,408.00          | 342.00             | 91%         |
| <b>WASTEWATER DEPT Totals:</b>               | <b>584,493</b> | <b>0.00</b> | <b>40,729.70</b> | <b>130,158.73</b> | <b>617,196.97</b> | <b>(32,703.97)</b> | <b>106%</b> |

## Budget vs Actual

Town of Warsaw  
7/8/2025 2:13:00 PM

Period Ending 6/30/2025

### 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  
7/8/2025 2:13:00 PM

Period Ending 6/30/2025

### 40 WASTEWATER FUND

| Description                                 | Budget  | Encumbrance | MTD  | QTD  | YTD        | Variance | Percent |
|---|---------|-------------|------|------|------------|----------|---------|
| 40-999-0005 BOND PAY/GEN OBLIGATION<br>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

Section 3, Item c.

Town of Warsaw  
7/8/2025 2:13:00 PM

Page 22 Of 22

Period Ending 6/30/2025

|  |         |      |           |            |            |             |      |
|--|---------|------|-----------|------------|------------|-------------|------|
| Expenses Totals:                                   | 821,600 | 0.00 | 40,729.70 | 130,158.73 | 844,034.95 | (22,434.95) | 103% |
| 40 WASTEWATER FUND Revenues Over/(Under) Expenses: |         |      | 32,957.74 | 97,618.22  | 3,090.27   |             |      |

# WARSAW REVOLVING-LOAN FUNDS

## Monthly Financial Statement

Period (from / to): **6/1/25** **6/30/25**

| Description                        |              |
|------------------------------------|--------------|
| Number of Active Loans             | <b>5</b>     |
| Balance Beginning of Month         | \$ 15,619.78 |
| Principal Received During Period   | \$ 2,119.25  |
| Interest Received During Period    | \$ 463.24    |
| Fees Received During Period        | \$ 100.00    |
| Total Funds Received During Period | \$ 2,682.49  |
| Disbursement to Warsaw             |              |
| PDC Fee During Period              | \$ (50.00)   |
| Funds Available to Loan Out        | \$ 18,252.27 |

Available to lend:  
\$16,715.01

|   | Summary of Loans       | Received This Period | Balance              | Current? |
|---|------------------------|----------------------|----------------------|----------|
| 1 | Relish - #234          | \$ 309.68            | \$ 4,604.70          | YES      |
| 2 | Pitts - #235           | \$ -                 | \$ 0.00              | REPAID   |
| 3 | Moore - #237           | \$ -                 | \$ 3,019.96          | NO       |
| 4 | Dunbrooke LLC - #242   | \$ 193.12            | \$ 5,457.48          | YES      |
| 5 | Beale/Old Rapp. - #244 | \$ 2,000.00          | \$ 467,220.63        | NO       |
| 6 | Cleary - #251          | \$ -                 | \$ -                 | REPAID   |
| 7 | Teresa's Nails - #261  | \$ 179.69            | \$ 8,909.03          | YES      |
|   |                        | <b>\$ 2,682.49</b>   | <b>\$ 489,211.80</b> |          |

**Public Notice**

Notice is hereby given that a Conditional Use Permit is petitioned by Midtowne, L.L.C. to allow for a mixed-use development of Limited Commercial and Multi-Family Dwellings on Tax Map 16A1(5) Parcel A, further identified as 5373 Richmond Road. The property is in a R-12, Residential/Office, zoning district which requires a Conditional Use Permit and Public Hearing for such mixed-use developments combining limited commercial with multi-family dwellings.

The Town Council and Planning Commission will conduct a Joint Public Hearing at a meeting on Thursday, July 10th, 2025, at 6:00 p.m., respectively, in the Warsaw Town Council Chambers located at 78 Belle Ville Lane, Warsaw, VA 22572. Following the Public Hearings, action on the Conditional Use Permit is anticipated. A copy of the existing zoning ordinance and proposed development are available at Town Hall.

Questions or special accommodations to attend public hearings should be directed to Joseph Quesenberry, Town Manager, at [jquesenberry@town.warsaw.va.us](mailto:jquesenberry@town.warsaw.va.us), 804-333-3737.



Town of Warsaw  
 78 Belle Ville Lane  
 Warsaw, Virginia 22572  
 Phone: (804) 333-3737 Fax: (804) 333-3104  
 www.townofwarsaw.com

Section 4, Item a.

Office use:  
 Date 6/1/2025  
 Tax Map # 16A(5)A  
 Zoning District R-12  
 Application # \_\_\_\_\_

CWP25-02

**LAND USE AMENDMENT APPLICATION**  
*Information must be typed or printed and completed in full.*  
*Attach additional pages where necessary.*

**Part 1 – Completed by ALL applicants**

**Part 1A**

**Land Use Information:**

Application Type:  Amendment  Appeal  Conditional Use Permit  
 Rezoning  Telecommunications  Tower  
 Tower Co-location  Variance

Description of Request: Allow for additional "uses" w R-12 Zoned Districts. Such as Retail Boutiques, Retail Food sales, Fitness Centers, Etc.

Identification of the land for the request:

Number and Street: 5373 Richard Rd. Proposed Acreage: \_\_\_\_\_

Current Zoning: R-12, Residential/Office Tax Map #: 16A(5)A

Legal Description of Property (omit for zoning text amendment) – Attach if necessary: NA  
-Original CUP EXPIRED - MIXED USE - R-12

**Part 1B**

**Property History:**

List any deed restrictions, covenants, trust indentures, etc. (or copy attached); if NONE, state none: \_\_\_\_\_

Has this property or any part thereof ever been considered for Variances, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?  Yes  No (if no, skip to Part 1C)

Date: 8/2/18 Former Application No. \_\_\_\_\_ Former Applicant Name: Gregg Reckett  
 Former Applicant Address: P.O. Box 256 Tappahannock, VA Former Applicant Phone: 804-452-7935

**Part 1C**

**Applicant Information:**

Is the applicant:  Property Owner (if owner skip to Part 1D)  Contract Purchaser  Other: \_\_\_\_\_

Name: Craig Packett Address: P.O. Box 246 Tappahannock, VA 22560

Phone Number: 804-450-7935 E-mail: packett740@gmail.com

If you are the agent for the property owner, do you have consent of the owner(s) attached?  Yes  No

**Part 1D**

**Owner(s) Information (omit for zoning text amendment):**

*If the property is owned or controlled by a Land Trust or Partnership, List name and interest of ALL beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.*

Name: \_\_\_\_\_ Interest: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Interest: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Attach additional names as necessary.*

**Part 2 – Complete ONLY the portion(s) pertaining to your case (as checked in Part 1A)**

**Part 2A**

**Amendment, Zoning Text** – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text.

1. What section(s) of the Town code is proposed to be amended? \_\_\_\_\_
2. Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code.
3. Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied.



Part 3 – To be completed by ALL applicants

**Part 3A**

**Affidavit** – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.


To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

Printed Name of applicant: Greg LaBat

Signature of applicant: [Signature] Date: 3/6/25

Signed and sworn before me on this: 5/6/2025

Signature of Notary: Sherry J Booher-Derby



Checklist:

- ✓ The required fee must accompany this application. A fee schedule is attached for your convenience. Checks must be made payable to: "Town of Warsaw Treasurer".
- ✓ Enclosed with the application a copy of the appropriate tax map with the property marked and, if available, a survey plat of the entire parcel.
- ✓ Enclose any required plans or plats
- ✓ Enclose with this application any additional information to assist with review and determination
- ✓ All pertinent sections of this form have been filled out

**For Office Use Only**

Received by: M Coates Date: 6-1-25 Fee Paid:  Yes  No

Complete:  Yes  No Date: \_\_\_\_\_

If no, what needs to be added: - Joint Hearing - 7/25

Date Action Taken by PC: 7/10/25 Date Action Taken by BZA: N/A

Date Action Taken by Council: 7/10/25 Final Decision:  Approval  Denial

| <b>Permit Fees</b>             |         |
|--------------------------------|---------|
| Appeal Administrative Decision | \$ 250  |
| Amendment to Zoning Ordinance  | \$ 300  |
| Appeal                         | \$ 200  |
| Conditional Use Permit         | \$ 250  |
| Rezoning                       | \$ 200  |
| Variance                       | \$ 300  |
| Tower or Tower Co-Location     | \$1,000 |





Town of  
**WARSAW**  
*Heart of Virginia's Northern Neck*

**MEMORANDUM**

TO: Warsaw Town Council

FROM: Joseph N. Quesenberry, Town Manager

DATE: 07/10/2025

RE: Town Manager's Report

Dear Council Members,

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

1. Mural Project

At the present time, Phil Casone is working to prepare the wall for our muralist to arrive next week (July 14<sup>th</sup>). The mural project is large and will take approximately three weeks to complete. We're excited to get this project underway!

2. Economic Development Update

We are currently working with a national industrial/commercial firm to identify space for new construction in Town. A relatively large site in Town will be needed, making it a difficult task as there's not a large amount of land available. We hope to continue our pursuit of this opportunity in the coming months.

Town staff members continue to work with a national gas station chain and on the hotel project for our downtown corridor. We will keep you informed as these projects progress.

3. We're proud to announce that we've moved our Community Market into the Town Park! This offers more shade for our vendors and patrons, as well as a more family-friendly location. Another great addition to our market is live music! Come on out to the park and shop for local fruit, vegetables, and goods, and enjoy some great local musical talent.
4. We've had a series of unfortunate events on Main Street that have led to damage of public property. Fortunately, no one was seriously injured during these events, and we are pleased to inform you that the Warsaw banner should arrive within four weeks, the pole has been reset, the wall is slated for repair, and the crosswalk sign has been ordered.
5. The RFP was issued for the Zoning Ordinance overhaul and is available on our website, at Town Hall, or on the eVA website. We will keep you informed as proposals are submitted for this project.
6. Upcoming Events
  - a. Community Market – Saturday from 9AM to 2PM at the Warsaw Town Park.
  - b. Movies on Main, featuring Finding Nemo! – Friday, July 25<sup>th</sup> at 8:00 PM – Main Street



# Warsaw Police Department



*From the desk of Chief Sean L. Peterson*

## MONTHLY ACTIVITY REPORT

June 1-30, 2025

Total calls for service: 519

### Section I: Incidents 11

| DATE       | CASE        | OFFENSE                                 | BLK / STREET            |
|------------|-------------|---|-------------------------|
| 06/09/2025 | 2025-000092 | 19.2-99: Fugitive From Justice          | 3000-Blk Richmond Road  |
| 06/09/2025 | 2025-000093 | 53.1-149: Probation Violation<br>Felony | 400-Blk Main Street     |
| 06/19/2025 | 2025-000098 | 18.2-57.2: Domestic Assault             | 600-Blk Wallace Street  |
| 06/19/2025 | 2025-000098 | 18.2-83: Threats To Burn A<br>Dwelling  | 600- Blk Wallace Street |
| 06/19/2025 | 2025-000098 | 18.2-164: Prevent Calling 911           | 600- Blk Wallace Street |
| 06/22/2025 | 2025-000091 | 18.2-192: Credit Card Larceny           | 4000- Blk Richmond Road |
| 06/24/2025 | 2025-000104 | 18.2-89: Breaking & Entering            | 6000-Blk Richmond Road  |
| 06/24/2025 | 2025-000104 | 18.2-95: Grand Larceny Auto             | 6000- Blk Richmond Road |
| 06/27/2025 | 2025-000105 | 19.2-306: Probation Violation<br>Felony | 400- Blk Main Street    |
| 06/27/2025 | 2025-000106 | 53.1-149: Probation Violation<br>Felony | 400-Blk Main Street     |
| 06/28/2025 | 2025-000107 | 18.2-286.3: DUI Refusal                 | 5000-Blk Richmond Road  |

### Section II: Arrest 4

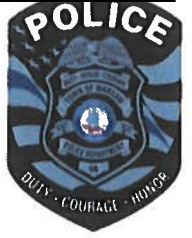
| DATE       | CASE        | OFFENSE                                 | BLK / STREET           |
|------------|-------------|---|------------------------|
| 06/09/2025 | 2025-000092 | 19.2-99: Fugitive From Justice          | 3000- Richmond Road    |
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| 06/19/2025 | 2025-000098 | 18.2-83: Threats To Burn A<br>Dwelling  | 600-Blk Wallace Street |

### Section III: Traffic 86

|                                      |    |
|--------------------------------------|----|
| Driving on Suspended/Revoked License | 2  |
| Reckless Driving                     | 2  |
| Distracted Driving                   | 8  |
| Speeding                             | 26 |
| Expired Inspection                   | 2  |



# Warsaw Police Department



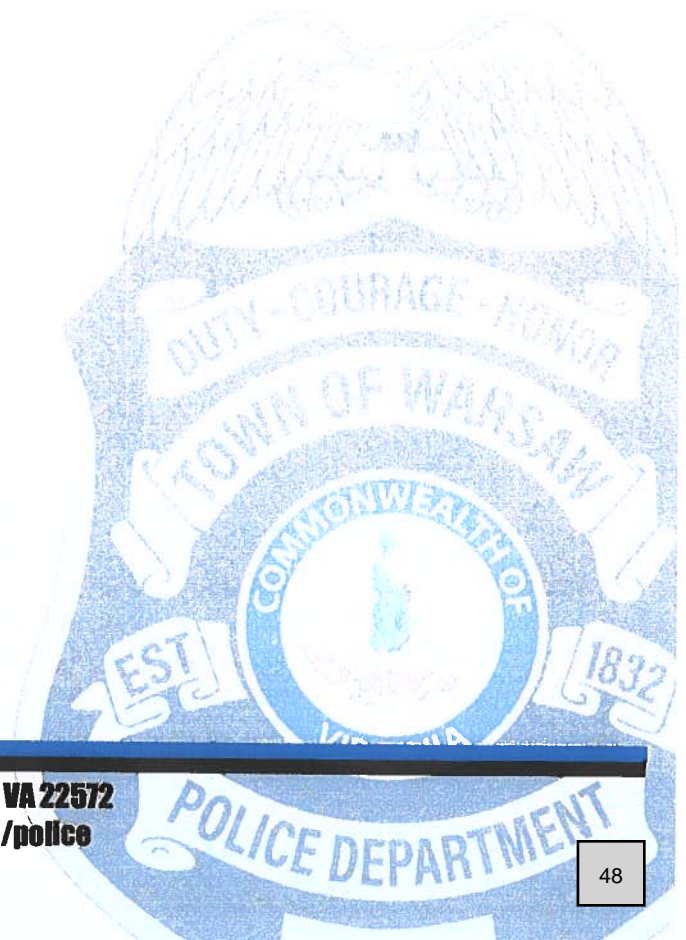
*From the desk of Chief Sean L. Peterson*

### Section III Continued

|                            |    |
|----------------------------|----|
| Expired / Improper VA Tag  | 6  |
| Town Citations Issued      | 4  |
| All other traffic summons  | 32 |
| Reportable traffic crashes | 4  |

### Section IV: Community Engagement 392

|                             |     |
|-----------------------------|-----|
| Neighborhood Select Patrols | 60  |
| Business Checks             | 330 |
| Community Events            | 2   |



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 - 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>

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## MEMORANDUM

TO: Warsaw Town Council

FROM: Jesse Schools, Director of Public Works

DATE: 7/10/2025

RE: Public Works Report

Dear Council Members:

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

**-WWTP**

### **Monthly Numbers**

Average daily Influent flow for June – 179,700 gallons, a decrease of 11,900 gals from the month of May average daily flow.

Maximum influent flow for June – 248,400 gallons, a decrease of 30,000 gals from the month of May max flow.

### **Nutrient Sampling Results**

For June the average effluent Total Nitrogen (TN) concentration was 2.22 mg/l, within the limits of our permit.

For June the average effluent Total Phosphorus (TP) concentration was 0.19 mg/l, within the limits of our permit.

### **Monthly Operations and Maintenance**

Fidelity Power Systems inspected and serviced the treatment plant generator.

Completed and submitted our monthly operations report.

Plant Staff attended DEQ Wastewater Works Operators Licensure Review Classes.

Operators serviced equipment as required by our preventive maintenance program.

Treatment Plant Operators assisted with recording water meter readings.

Plant staff continue to work on the appearance of the buildings and grounds.

Joseph N. Quesenberry  
Town Manager

Melissa Coates  
Assistant Town Manager

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

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

### **-Water Department**

Attached you will find the Water Loss Report, for the month of June we are at a 3% water loss. The Consumer Consumption Report was submitted to ODW. (water test report throughout the previous year)

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 finished our yearly maintenance on all town-owned generators.

Replaced one fountain at the bounds.

Hot tapped and inspected new 6-inch waterline along Woodland Heights, pressure test came back good, now 2 bacteria samples will be taken before entering it into our water system.

We replaced the high-water alarms in all the sewage pump stations with an updated, more reliable system

### **-Refuse Department**

For the month of May town staff made 14 trips to the landfill totaling 138 tons or 276,000 pounds of trash.

### **-Public Works (Maintenance)**

Staff assisted with Monday and Thursday residential trash pickup.

Assisted with recording of monthly water meter readings.

Watering all hanging baskets and stationary planters.

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

Grass Cutting at all town-owned facilities along with the median strips along RT. 360.

Replaced all spring banners with summer.

Power Washed all vinyl fencing in the Town Park.

# 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 =** **5,382,200 gallons**

**Sold: Residential**  gallons

**Total Sold =** **5,189,462 gallons**

**B: Difference: (Produced+Purchased) - Sold =** **192,738 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="12,500"/> | gallons |
| Office/Police Dept.             | <input type="text" value="5,000"/>  | gallons |
| Pool                            | <input type="text"/>                | gallons |

**C: Total Gallons Accounted For =** **34,300 gallons**

**Loss: Unaccounted-for Water: (B-C) =** **158,438 gallons**

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

days in billing period

**Gallons / Day Loss =** **5,659 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 230                   | U.S. Marshal - DC Superior 19     |
| GLOUCESTER 108                | U.S. Marshal - Norfolk 25         |
| MID PEN RJ-Middlesex 2        | U.S. MARSHAL - RALEIGH 20         |
| NORTHUMBERLAND 14             | U.S. Marshal - Richmond 94        |
| PRE-TRIAL 6                   | U.S. MARSHAL MIDDLE DIST. N.C. 12 |
| RICHMOND 25                   | WESTMORELAND-NNRJ 46              |
| SPOTSYLVANIA 1                |                                   |
| U.S. Marshal - Alexandria 20  |                                   |
| U.S. Marshal - DC District 40 |                                   |

## **Freedom of Information Act (FOIA) Requests**

The Virginia Freedom of Information Act, § 2.2-3700 et seq. of the Code of Virginia (“VFOIA”), guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording—regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format—that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific statutory exemption applies.

The policy of VFOIA states that the purpose of VFOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, VFOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

### **Your FOIA Rights**

- You have the right to request to inspect or receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your VFOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with VFOIA. Alternatively, you may contact the VFOIA Council for a non-binding advisory opinion.

### **Making a Request for Records**

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. VFOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under VFOIA.
  - From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over an oral request. However,

we cannot refuse to respond to your VFOIA request if you elect to not put it in writing. Submit your request [here](#).

- Your request must identify the records you are seeking with “reasonable specificity.”
  - This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents.
- You may choose to receive electronic records in any format used by the Town in the regular course of business.

To request records from the Town of Warsaw, you may direct your request to Julia Blackley-Rice, our FOIA Officer, who can both be reached at:

Julia Blackley-Rice  
 Clerk of Council  
 P.O. Box 730  
 Warsaw, VA 22572  
[jblackleyrice@town.warsaw.va.us](mailto:jblackleyrice@town.warsaw.va.us)  
 Phone: 804-333-3737  
 Fax: 804-333-3104

Additionally, the Freedom of Information Advisory Council is available to answer any questions you may have about VFOIA. The Council may be contacted by e-mail at

[foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov), or by phone at (804) 225-3056 or [Toll-Free] 1-866-448-4100.

### **The Town’s Responsibilities to Respond**

- The Town of Warsaw must respond to your request within five (5) working days of receiving it. “Day One” is considered the day after your request is received. The five-day period does not include weekends or holidays.
- The reason behind your request for public records from the Town is irrelevant, and you do not have to state why you want the records before we respond to your request. VFOIA does, however, allow the Town of Warsaw to require you to provide your name and legal address.

- VFOIA requires that the Town of Warsaw make one of the following responses to your request within the five-day time period:
  - The Town may provide you with the records that you have requested in their entirety.
  - The Town may withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld and state the specific section of the Code of Virginia that allows us to withhold the records.
  - The Town may provide some of the records that you have requested but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, the Town may redact the portion of the record that may be withheld and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
  - The Town may inform you in writing that the requested records cannot be found or do not exist (i.e., the Town does not have the records you requested). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.
  - If it is practically impossible for the Town of Warsaw to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow the Town seven (7) additional working days to respond to your request, giving us a total of 12 working days to respond to your request, exclusive of weekends and holidays.
  - If you make a request for a very large number of records, and if the Town determines that we cannot provide the records to you within 12 working days without disrupting our other organizational and operational responsibilities, we may petition the court for additional time to respond to your request. However, VFOIA requires that we make a reasonable effort to reach an agreement with you

concerning the production of the records before we petition the court to ask for more time.

### Costs

- Notice Required Under Va. Code § 2.2-3704.1:

A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § 2.2-3704 of the Code of Virginia.

- You are responsible for the payment of records that you request from the Town of Warsaw. VFOIA allows the Town to charge for the actual costs of responding to VFOIA requests. This would include staff time spent searching for the requested records, duplication costs, or any other costs directly related to supplying the requested records. It cannot include general overhead costs.
- You may request that the Town estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If the Town estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five (5) days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- If you owe the Town money from a previous VFOIA request that has remained unpaid for more than 30 days, the Town may require payment of the past-due bill before it will respond to your new VFOIA request.

- When using a credit card, a 2.5% convenience fee will be added to the total. A “convenience fee” will be applied to each transaction. These fees are charged by the credit and debit card companies and their processors.

**Fee Schedule:**

| <b>FOIA FULFILLMENT COSTS</b> | <b>COST</b>                               |
|-------------------------------|---|
| STAFF RESEARCH                | HOURLY RATE<br>(rounded up to the ¼ hour) |
| PLANNING\ZONING               | \$40                                      |
| UTILITIES                     | \$20                                      |
| TAX                           | \$28                                      |
| BUDGETARY                     | \$58                                      |
| RECORDS                       | \$25                                      |
| LAW ENFORCEMENT               | \$40                                      |
| OTHER INFORMATION             | VARIES BY TOPIC                           |
| DUPLICATION OF RECORDS        | Per item                                  |
| Black and White Copy          | \$0.01                                    |
| Color Copy                    | \$0.05                                    |
| DVD                           | \$1.00                                    |
| Flash Drive                   | \$4.00                                    |
| Electronic documents          | emailed at no charge                      |

**Types of Records**

The following describes the types of records held by the Town of Warsaw:

- Annual budget
- Ordinances and resolutions of Town Council
- Minutes of meetings of the Town Council
- Accounts payable records
- Personnel records concerning the employees and officials of the Town of Warsaw
- Records of contracts which the Town of Warsaw has entered into

**Commonly Used Exemptions**

- Personnel records (§ 2.2-3705.1(1) of the Code of Virginia)

- Records subject to attorney-client privilege (§ 2.2-3705.1(2)) or attorney work product (§ 2.2-3705.1(3))
- Vendor proprietary information (§ 2.2-3705.1(6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1(12))

**Policy Regarding Use of Exemptions**

- The general policy of the Town of Warsaw is to invoke the exemptions permitted by VFOIA in strict accordance with VFOIA. In other words, exemptions are narrowly construed.



**Virginia Public Body Procurement Worksheet**

The Virginia Sheriff's Association's Vehicle Procurement Program is open to all public bodies within the Commonwealth of Virginia. For assistance with the worksheet and any questions regarding this Procurement Program please contact Anna Martin at 919-459-1672.

Disclaimer: Please contact awarded dealer before issuing purchase order. Pricing is subject to change.  
Click on the dealer directory below for all contact information.  
[Click on the dealer directory](#)

**Contract # 26-08-0917  
ITEM #196**

| Awarded Dealer          | Type of Vehicle   | Zone     | Base Unit Price |
|-------------------------|---|----------|-----------------|
| Sheehy Ford of Richmond | 2025 Ford F-250 SD Regular Cab XL 8 Box 142' WB SRW 4x4 F2B | Heritage | \$46,757.00     |

Purchasing Agency: **Town of Warsaw**

Color (Specify Color per Quantity): **Oxford White**

| Quantity | (Please select your zone from drop down menu below) | Unit Price  | Qty Price    |
|----------|---|-------------|--------------|
| 1        | Heritage  | \$46,757.00 | \$ 46,757.00 |

**Order Code Add Options**

|   |  |      |              |               |
|---|--|------|--------------|---------------|
| 1   | 6.8L V-8 engine                                      | 99A  | NC           | NC            |
| 1   | XL Package   | 600A | NC           | NC            |
| 1   | 10-SPD Trans   | 44F  | NC           | NC            |
| 1   | LT245 BSW AS 17 Tires                                | T08  | NC           | NC            |
| 1   | 3.73 LOCKING AXLE                                    | X3E  | \$404.20     | \$404.20      |
| 1   | 4X4 OFF ROAD PKG                                     | 17X  | \$465.30     | \$465.30      |
| 1   | ALL TERRAIN TIRES                                    | T8M  | \$155.10     | \$155.10      |
| 1   | UPFITTER SWITCHES                                    | 66S  | \$155.10     | \$155.10      |
| 1   | ALTERNATOR   | 67B  | \$108.10     | \$108.10      |
| 1   | 120V/400W OUTLET                                     | 43C  | \$164.50     | \$164.50      |
| 1   | DUAL BATTERIES                                       | 86M  | \$197.40     | \$197.40      |
| 1   | WHEEL WELL LINER (REAR)                              | 61M  | \$169.20     | \$169.20      |
| 1   | CLEARANCE LIGHTS                                     | 59Z  | \$89.30      | \$89.30       |
| 1   | XL CHROME PACKAGE                                    | 96V  | \$211.50     | \$211.50      |
| 1   | Integrated Trailer Brake Controller                  | 52B  | \$282.00     | \$282.00      |
| 1   | Spray in Bedliner                                    | 85S  | \$559.30     | \$559.30      |
| 1   | Running Boards                                       | 18B  | \$300.80     | \$300.80      |
| <b>Color:</b>   |  |      |              |               |
| 1   | Oxford White   | Z1   | N/C          | NC            |
| <b>Interior Color: Vinyl 40/20/40 Split Bench Seat, Medium Dark Slate</b> |  |      |              |               |
| 1   |  | AS   | NC           | NC            |
| <b>DEALER INSTALLED/NON-CONTRACTED ITEMS:</b>                             |  |      |              |               |
| 1   | UPFIT EQUIPMENT (SEE PAGE 2 FOR DETAILS)             |      | \$1,298.90   | \$ 1,298.90   |
| <b>Trade In:</b>  |  |      |              |               |
| 1   | VIN: 1FMSK8B80HGD44086 2017 Ford Explorer (civilian) |      | (\$7,000.00) | \$ (7,000.00) |
| <b>Total Per Unit</b>   |  |      |              | \$ 44,317.70  |
| <b>Total of All Units</b>   |  |      |              | \$ 44,317.70  |

Please use a separate worksheet per vehicle when ordering multiple vehicles with different options. A quantity must be entered for all desired options.

When ordering vehicles with the exact same options please enter the number of vehicles as the quantity for all options below. For example, if you are ordering 2 vehicles enter 2 for all requested option(s).

**Next Steps:** Please submit completed worksheet to contracted dealer to confirm all pricing as pricing is subject to change. Original purchase order must be sent to contracted dealer. A copy of all purchase orders must be sent to Kaylyn Milman at [kmitman@virginiasheriffs.org](mailto:kmitman@virginiasheriffs.org)

Name of Vehicle: Chevrolet Tahoe PPV 2WD 5.3L V8  
 VSA Specification Number: 135  
 Awarded Dealership: RK Chevrolet

| Option Code | Option Description   | MSRP Price | Contract Price | QUANTITY | TOTAL        |
|-------------|--|------------|----------------|----------|--------------|
| CC10706/9C1 | Tahoe PPV 2WD 5.3L V8  |            | \$ 49,795.00   | 1        | \$ 49,795.00 |
| CK10706/9C1 | Tahoe PPV 4WD 5.3L V8  |            | \$ 3,900.00    | 1        | \$ 3,900.00  |
| CWM         | Technology Package (&2Z7)  | \$1,275.00 | \$1,198.50     |          | \$ -         |
| PQA         | 1FL Safety Package (&9C1)  | \$825.00   | \$775.50       | 1        | \$ 775.50    |
| AAK         | Premium Floor Liners, 1st and 2nd rows                                 | \$295.00   | \$277.30       |          | \$ -         |
| PDB         | Dark Essentials Package  | \$650.00   | \$611.00       |          | \$ -         |
| PDC         | Dark Essentials Plus Package   | \$3,595.00 | \$3,379.30     |          | \$ -         |
| RDI         | Keyless Entry Keypad   | \$275.00   | \$258.50       |          | \$ -         |
| RG9         | Premium Liner Protection Package                                       | \$495.00   | \$465.30       |          | \$ -         |
| RGC         | Cargo Convenience Package  | \$1,550.00 | \$1,457.00     |          | \$ -         |
| RGH         | Interior Protection Package  | \$425.00   | \$399.50       |          | \$ -         |
| RGJ         | All-Weather Liner Protection Package                                   | \$475.00   | \$446.50       |          | \$ -         |
| RIK         | Black Nameplates   | \$260.00   | \$244.40       |          | \$ -         |
| S08         | Highway Safety Kit   | \$150.00   | \$141.00       |          | \$ -         |
| S10         | Lockable Center Console  | \$295.00   | \$277.30       |          | \$ -         |
| VQK         | Molded Splash Guards   | \$250.00   | \$235.00       |          | \$ -         |
| VQQ         | Roof Rack Cross Rails  | \$725.00   | \$681.50       |          | \$ -         |
| VQZ         | Polished exhaust tip   | \$155.00   | \$145.70       |          | \$ -         |
| VRS         | Cargo security shade   | \$275.00   | \$258.50       |          | \$ -         |
| VTA         | Black Exhaust Tip  | \$195.00   | \$183.30       |          | \$ -         |
| W2D         | Cargo net  | \$75.00    | \$70.50        |          | \$ -         |
| A50         | Front Cloth Bucket Seats   | \$350.00   | \$329.00       |          | \$ -         |
| AKP         | Non-Deep Tinted Glass  | (\$295.00) | (\$277.30)     |          | \$ -         |
| B30         | Carpeting, Color Keyed   | \$195.00   | \$183.30       |          | \$ -         |
| QAE         | All-Terrain Tire   | \$100.00   | \$94.00        |          | \$ -         |
| UDA         | OnStar Delete  | \$50.00    | \$47.00        |          | \$ -         |
| V76         | Recovery Hooks   | \$50.00    | \$47.00        | 1        | \$ 47.00     |
| K05         | Engine Block Heater  | \$100.00   | \$94.00        |          | \$ -         |
| G1W         | Iridescent Pearl Tricoat   | \$995.00   | \$935.30       |          | \$ -         |
| G6M         | Dark Ash Metallic  | \$0.00     | \$0.00         |          | \$ -         |
| GAZ         | Summit White   | \$0.00     | \$0.00         |          | \$ -         |
| GBA         | Black  | \$0.00     | \$0.00         |          | \$ -         |
| GBD         | Cypress Gray   | \$395.00   | \$371.30       |          | \$ -         |
| GNT         | Radiant Red Tintcoat   | \$495.00   | \$465.30       |          | \$ -         |
| GXD         | Sterling Gray Metallic   | \$0.00     | \$0.00         |          | \$ -         |
| GXP         | Lakeshore Blue Metallic  | \$0.00     | \$0.00         |          | \$ -         |
| ST4         | Exterior Body Colored Parts - Victory Red                              | \$250.00   | \$235.00       |          | \$ -         |
| 6C7         | Lighting, Auxiliary Red and White Dome Light                           | \$170.00   | \$159.80       | 1        | \$ 159.80    |
| 6J3         | Wiring, Grill Lamps and Siren Speakers                                 | \$92.00    | \$86.48        | 1        | \$ 86.48     |
| 6J4         | Wiring, Horn and Siren Circuit   | \$55.00    | \$51.70        | 1        | \$ 51.70     |
| 6J8         | White Left/White Right Whelen LED Lamp Package                         | \$1,950.00 | \$1,833.00     |          | \$ -         |
| 6J9         | Red Left/Red Right Whelen LED Lamp Package                             | \$1,950.00 | \$1,833.00     |          | \$ -         |
| 6JE         | Blue Left/Blue Right Whelen LED Lamp Package,                          | \$1,950.00 | \$1,833.00     |          | \$ -         |
| 6JG         | Red Left/Blue Right Whelen LED Lamp Package                            | \$1,950.00 | \$1,833.00     |          | \$ -         |
| 6N5         | Switches, Rear Window Inoperative                                      | \$57.00    | \$53.58        |          | \$ -         |
| 6N6         | Door Locks and Handles, inside rear doors inoperative                  | \$62.00    | \$58.28        |          | \$ -         |
| 7X2         | Spotlamps, Left and Right-Hand   | \$1,340.00 | \$1,259.60     |          | \$ -         |
| 7X3         | Spotlamp, Left-Hand  | \$800.00   | \$752.00       |          | \$ -         |
| 9G8         | Headlamps, Daytime Running Lamps and Automatic Headlamp Control Delete | \$50.00    | \$47.00        | 1        | \$ 47.00     |
| 9V2         | MSP Blue Paint   | \$275.00   | \$258.50       |          | \$ -         |
| 9V5         | Woodland Green   | \$450.00   | \$423.00       |          | \$ -         |
| 9V7         | Exterior Body Colored Parts - Dark Blue Metallic                       | \$250.00   | \$235.00       |          | \$ -         |
| 9W3         | Wheatland Yellow   | \$450.00   | \$423.00       |          | \$ -         |
| 9W5         | Silver Ice   | \$250.00   | \$235.00       | 1        | \$ 235.00    |
| T53         | Lamps, Red & Blue rear compartment                                     | \$565.00   | \$531.10       |          | \$ -         |
| TGK         | Special Paint  | \$0.00     | \$0.00         |          | \$ -         |
| TGK         | Special Paint  | \$450.00   | \$423.00       | 1        | \$ 423.00    |
| UN9         | Radio Suppression  | \$95.00    | \$89.30        | 1        | \$ 89.30     |
| UTQ         | Alarm, Horn--Disable Content Theft Deterrent Alarm                     | \$50.00    | \$47.00        |          | \$ -         |
| WX7         | Wiring, Auxiliary Speaker  | \$60.00    | \$56.40        |          | \$ -         |
| NZV         | 20" Machined Aluminum Wheels (&1FL/1LS/1LT)                            | \$1,100.00 | \$1,034.00     |          | \$ -         |

TOTAL \$ 55,609.78