



## The Town of Washington

204 North Main Street, PO Box 127  
Washington, Oklahoma 73093

[www.washingtontownhall.com](http://www.washingtontownhall.com)

405-288-2578

# Leadership Team Monthly Report

May 2025

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## Letter from the Town Administrator

Honorable Mayor Siria, Town Council, and Citizens of Washington,

I am excited to provide you with the May 2025 Leadership Team Monthly Report, which covers activity data, key developments, initiatives, and plans on an ongoing basis.

In the month of April, we accomplished a lot! Several roadways were resurfaced and widened in partnership with McClain County District 2; the pump in well 2 was replaced along with a pump in our lift station; our police vehicles were marked; and voters approved a \$0.01 sales tax increase to help with revenue generation for the Town in light of us losing over \$300,000 worth of Federal ARPA assistance with the expiration of that program.

We are very excited for the next few months as finish out Fiscal Year 24-25, which ends on June 30. We are adding a half-court basketball court and lighting to Memorial Park followed



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by the installation of a playground pending additional grant funding specifically for that project. We have a Big Dump Day coming up on June 14 in partnership with Blackjack Roll Offs, which will also include tire recycling. We are working closely with our engineers to drill a new well and to plan for the installation of a 300,000 gallon additional water tank.

Thank you for your citizenship, trust, and commitment to the Town of Washington! Please let me know if you have any questions or would like any further information.

Sincerely,

Mica A. Lunt, Town Administrator

## Town Clerk

Our Town Clerk has been working on several projects, which include the conversation of our utility billing software to a new program. This is a two-phase project with one phase being complete. Customers should expect to see new utility bills beginning in July.

Key Metrics from April 2025:

- Processed 202 alarms from water meters
- 106 Late Accounts assessed a Late Penalty of \$1,264.59
- 30 Customers sent to collections Totaling \$4,102.18
- 7 New Customers (existing builds)
- 5 building permits issued (Cedar Hills)
- 1 soliciting permit issued
- 1 cemetery lot sold

## Financials & Grants

The Town of Washington is doing well financially, overall. We are experiencing a downturn in sales tax revenue caused by a reduction in materials sales for new homes. As the developments in Washington town limits fill, the degree to which materials and supplies are being purchased for those developments is slowing down compared to recent past years. A copy of our current budget is included below.



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Town of Washington				
Budget vs. Actuals: FY_2024_2025 - FY25 P&L				
July 2024 - June 2025				
	Actual	Budget	Total over Budget	% of Budget
<b>Income</b>				
Ambulance Service Revenue	34,517.81	42,236.00	-7,718.19	81.73%
Citations	2,740.28		2,740.28	
County Clerk Revenue	4,600.18	5,000.00	-399.82	92.00%
Grant Revenue	619,039.15	780,000.00	-160,960.85	79.36%
Grave Operations Revenue	37,464.87	50,000.00	-12,535.13	74.93%
Interest Revenue	111.54	133.33	-21.79	83.66%
Miscellaneous Revenue	12,704.12	13,000.00	-295.88	97.72%
Permits	34,723.42	40,000.00	-5,276.58	86.81%
PWA Revenue			0.00	
Late Fee Revenue	4,620.14	4,500.00	120.14	102.67%
Parts and Installation Revenue	400.00		400.00	
Reconnection Fee Revenue	920.83	1,150.00	-229.17	80.07%
Returned Check Item	-539.05		-539.05	
Sewer Revenue	60,882.08	77,000.00	-16,117.92	79.07%
Utility Refunds	-357.75	-400.00	42.25	89.44%
Waste Revenue	90,079.49	112,632.00	-22,552.51	79.98%
Water Revenue	255,663.12	286,267.00	-30,603.88	89.31%
<b>Total PWA Revenue</b>	<b>\$ 411,668.86</b>	<b>\$ 481,149.00</b>	<b>-\$ 69,480.14</b>	<b>85.56%</b>
<b>Tax Revenue</b>			0.00	
Cigar Tax Revenue	1,407.31	1,800.00	-392.69	78.18%
City Use Tax Revenue	161,825.82	172,824.00	-10,998.18	93.64%
Franchise Tax Revenue	21,579.01	24,000.00	-2,420.99	89.91%
Gas Tax Revenue	1,255.88	1,260.00	-4.12	99.67%
Sales Tax Revenue	282,161.40	290,250.00	-8,088.60	97.21%
<b>Total Tax Revenue</b>	<b>\$ 468,229.42</b>	<b>\$ 490,134.00</b>	<b>-\$ 21,904.58</b>	<b>95.53%</b>
Washington Fire Reimbursement Revenue	57,342.32		57,342.32	
Washington Sports Electric Reim	2,852.90	6,000.00	-3,147.10	47.55%
<b>Total Income</b>	<b>\$ 1,685,994.87</b>	<b>\$ 1,907,652.33</b>	<b>-\$ 221,657.46</b>	<b>88.38%</b>
<b>Gross Profit</b>	<b>\$ 1,685,994.87</b>	<b>\$ 1,907,652.33</b>	<b>-\$ 221,657.46</b>	<b>88.38%</b>



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Expenses				
Bank Charges	307.36	410.00	-102.64	74.97%
Emergency Services	43,602.07	51,000.00	-7,397.93	85.49%
Fire Dept Expense	68,275.15		68,275.15	
Auto Repairs and Maintenance	23.91		23.91	
Clothing Allowance	2,420.00		2,420.00	
Meals	94.05		94.05	
Repairs & Maintenance	362.43		362.43	
Total Fire Dept Expense	\$ 71,175.54	\$ 0.00	\$ 71,175.54	
General Fund Expenses			0.00	
Dues & Fees	8,662.69	13,500.00	-4,837.31	64.17%
Fuel	13,401.45	21,000.00	-7,598.55	63.82%
Insurance			0.00	
Auto	6,704.00	10,000.00	-3,296.00	67.04%
Health	62,449.46	66,000.00	-3,550.54	94.62%
Property	6,328.25	8,000.00	-1,671.75	79.10%
Worker Comp Insurance	57.00	12,000.00	-11,943.00	0.48%
Total Insurance	\$ 75,538.71	\$ 96,000.00	-\$ 20,461.29	78.69%
IRS Penalties	2,868.00	6,000.00	-3,132.00	47.80%
Office Supplies	22,372.33	37,964.00	-15,591.67	58.93%
Postage	1,088.67		1,088.67	
Total Office Supplies	\$ 23,461.00	\$ 37,964.00	-\$ 14,503.00	61.80%
Payment Processing Fees	1,216.23	1,216.23	0.00	100.00%
Professional Fees	150,573.59	201,975.00	-51,401.41	74.55%
Inspection Fees	100.00		100.00	
Janitorial Fees	3,980.00		3,980.00	
Total Professional Fees	\$ 154,633.59	\$ 201,975.00	-\$ 47,341.41	76.56%
Repairs & Maintenance	1,105.00		1,105.00	
Senior Citizens Bus/Delta	4,539.54	4,539.54	0.00	100.00%
Software Expense	82,671.25	235,420.00	-152,748.75	35.12%
Street Repair/Signage	355.00		355.00	
Street Repairs	3,544.64	7,000.00	-3,455.36	50.64%
Training (General)	1,355.00	8,000.00	-6,645.00	16.94%
Total General Fund Expenses	\$ 373,352.10	\$ 632,614.77	-\$ 259,262.67	59.02%
Miscellaneous Expense	22,996.67	40,000.00	-17,003.33	57.49%
Payroll Expenses	172,316.38	285,500.00	-113,183.62	60.36%
Payroll Taxes	19,255.05		19,255.05	
Payroll Wages	47,886.28		47,886.28	
Wage Garnishment	2,478.24		2,478.24	
Total Payroll Expenses	\$ 241,935.95	\$ 285,500.00	-\$ 43,564.05	84.74%
Police Dept Expense	11,550.66	53,000.00	-41,449.34	21.79%
Dues & Subscriptions	138.72		138.72	
Firearms/Taser Expense	5,420.92		5,420.92	
Training	2,084.32	3,000.00	-915.68	69.48%
Vehicle Lettering	970.00		970.00	
Total Police Dept Expense	\$ 20,164.62	\$ 56,000.00	-\$ 35,835.38	36.01%



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PWA Utility Expenses			0.00	
Garbage Expense	78,119.49	87,000.00	-8,880.51	89.79%
Repairs & Maintenance-	300,825.92	330,000.00	-29,174.08	91.16%
Returned Checks-	1,248.87	4,750.00	-3,501.13	26.29%
Sewer Pumping	15,210.80	18,000.00	-2,789.20	84.50%
Water Purchase		17,000.00	-17,000.00	0.00%
Water Testing	4,696.64	20,000.00	-15,303.36	23.48%
Well Repair	8,847.23	25,000.00	-16,152.77	35.39%
<b>Total PWA Utility Expenses</b>	<b>\$ 408,948.95</b>	<b>\$ 501,750.00</b>	<b>-\$ 92,801.05</b>	<b>81.50%</b>
Repairs & Maintenance Supplies	10,044.82	85,000.00	-74,955.18	11.82%
Cemetery Expenses	3,139.41	5,000.00	-1,860.59	62.79%
<b>Total Repairs &amp; Maintenance Supplies</b>	<b>\$ 13,184.23</b>	<b>\$ 90,000.00</b>	<b>-\$ 76,815.77</b>	<b>14.65%</b>
Utility Expense	20,658.48	50,000.00	-29,341.52	41.32%
Electricity	4,185.39		4,185.39	
Heating	375.28		375.28	
Internet	53.88	1,500.00	-1,446.12	3.59%
Security	144.99		144.99	
Telephone	2,970.44	4,600.00	-1,629.56	64.57%
<b>Total Utility Expense</b>	<b>\$ 28,388.46</b>	<b>\$ 56,100.00</b>	<b>-\$ 27,711.54</b>	<b>50.60%</b>
<b>Total Expenses</b>	<b>\$ 1,224,055.95</b>	<b>\$ 1,713,374.77</b>	<b>-\$ 489,318.82</b>	<b>71.44%</b>
<b>Net Operating Income</b>	<b>\$ 461,938.92</b>	<b>\$ 194,277.56</b>	<b>\$ 267,661.36</b>	<b>237.77%</b>
Other Expenses				
Renovation	115,998.25		115,998.25	
<b>Total Other Expenses</b>	<b>\$ 115,998.25</b>	<b>\$ 0.00</b>	<b>\$ 115,998.25</b>	
<b>Net Other Income</b>	<b>-\$ 115,998.25</b>	<b>\$ 0.00</b>	<b>-\$ 115,998.25</b>	

## Public Works, Cemetery & Parks

With Spring upon us, the Public Works Department has been especially busy with mowing while maintaining our daily water and wastewater operations as well as fixing leaks. Public Works also replaced the pump in well #2, which has improved water clarity coming from that well.

### Key Metrics:

- Completed 26 inspections
- Completed 1 Okie811 locate
- Completed 2 water leak repairs
- Supervised the production and distribution of approximately 2.5M gallons of water
- Complete mows of the cemetery twice; added vegetation control around all headstones



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- Senior Citizens Center mowed five times

## Washington Volunteer Fire Department

WVFD compiled annual statistics regarding their calls for service for 2024 and noted that they experienced the most CFS in October (23) followed by August (21) and that their busiest day is typically Fridays followed by Wednesdays.

### Key Metrics:

- 14 Calls for Service (six within the Town Limits)
- 11 Medical Calls

## Wadley's EMS Service

During the First Quarter of 2025, Wadley's responded to a total of 11 calls for service, which resulted in seven transports. In April, Wadley's responded to three calls for service with one patient being transported.

## Washington Police Department

During the month of April 2025, WPD experienced a total of 426 patrol activities and calls for service. Considerable rainfall and storms contributed to a number of these calls. WPD assisted with the Warrior Way 5K event, and successfully completed the decaling of all patrol vehicles.

### Key Metrics:

- Traffic Stops: 64
- Citations/Warnings: 8/56
- Crashes: 0
- Disturbances & Domestics: 6
- Code Enforcement/CE Follow-ups: 4/11