



## 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

June 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 June 2025 Leadership Team Monthly Report, which covers activity data, key developments, initiatives, and plans on an ongoing basis.

In the month of May, we realized several achievements! Memorial Park has had the half-court basketball court concrete poured, and we installed new sod leveraging a partnership with Washington Public Schools to take on the sod from their football field. The actual basketball goal and lighting will be installed in June. Our Maintenance Technician, Chaston Rollins, passed his Water & Wastewater licensing exam, which now provides the Town with two licensed water operators.



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We have a Big Dump Day coming up on June 14 in partnership with Blackjack Roll Offs, which will also include tire recycling. We continue to work closely with our engineers to drill a new well and to plan for the installation of a 300,000 gallon additional water tank while we continue exploring multiple funding options for these projects.

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 both phases nearing completion. Customers should expect to see new utility bills beginning in July.

Key Metrics from May 2025:

- 87 Late Accounts assessed a Late Penalty of \$913.94
- 2 Customers sent to collections Totaling \$569.30; 2 customers removed from collections
- 6 New Customers (existing builds)
- 1 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 in slowing down compared to recent past years. In



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May, 2025, we applied for and received a grant for \$5000 to clean out and treat sewer lines, which will result in about 20% of our sewer lines being able to be treated.

In May 2024, the Town's Balance Sheet recorded total assets of \$296,676.08; whereas, in May 2025, our current Balance Sheet shows assets of \$637,124.99.

A copy of our current budget is included to the right and below. In general, revenues are close to being precisely on target for our portion of progress through the fiscal year (11/12 or about 92%). The most notable exceptions to revenue categories that are not performing as expected are: 1) Grant Revenue due to being awarded a large grant yet the money being federally frozen, 2) Grave Operations Revenue simply due to fewer opening and closings than anticipated, and 3) Permits due to dwindling construction market.

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Income				
Ambulance Service Revenue	38,637.03	42,236.00	-3,598.97	91.48 %
Citations	2,740.28	0.00	2,740.28	
County/ARPA Funding	10,394.43	0.00	10,394.43	
County Clerk Revenue	4,600.18	5,000.00	-399.82	92.0 %
Grant Revenue	609,733.90	780,000.00	-170,266.10	78.17 %
Grave Operations Revenue	37,831.48	50,000.00	-12,168.52	75.66 %
Interest Revenue	138.99	133.33	5.66	104.25 %
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	\$0.00	\$0.00	
Late Fee Revenue	5,549.72	4,500.00	1,049.72	123.33 %
Parts and Installation Revenue	400.00	0.00	400.00	
Reconnection Fee Revenue	920.83	1,150.00	-229.17	80.07 %
Returned Check Item	-247.29	0.00	-247.29	
Sewer Revenue	70,298.39	77,000.00	-6,701.61	91.3 %
Utility Refunds	-364.48	-400.00	35.52	91.12 %
Waste Revenue	102,519.48	112,632.00	-10,112.52	91.02 %
Water Revenue	268,709.13	286,267.00	-17,557.87	93.87 %
<b>Total for PWA Revenue</b>	<b>\$447,735.78</b>	<b>\$481,149.00</b>	<b>-\$33,363.22</b>	<b>93.07 %</b>
Revenue	\$0.00	\$0.00	\$0.00	
Overpayment Revenue	258.37	0.00	258.37	
<b>Total for Revenue</b>	<b>\$258.37</b>	<b>\$0.00</b>	<b>\$258.37</b>	
Tax Revenue	\$0.00	\$0.00	\$0.00	
Cigar Tax Revenue	1,407.31	1,800.00	-392.69	78.18 %
City Use Tax Revenue	161,945.88	172,824.00	-10,878.12	93.71 %
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 for Tax Revenue</b>	<b>\$468,349.48</b>	<b>\$490,134.00</b>	<b>-\$21,784.52</b>	<b>95.56 %</b>
Washington Fire Reimbursement Revenue	57,342.32	0.00	57,342.32	
Washington Sports Electric Reim	2,852.90	6,000.00	-3,147.10	47.55 %
<b>Total for Income</b>	<b>\$1,728,092.68</b>	<b>\$1,907,652.33</b>	<b>-\$179,559.65</b>	<b>90.59 %</b>
Cost of Goods Sold	0.00	0.00	0.00	
<b>Gross Profit</b>	<b>\$1,728,092.68</b>	<b>\$1,907,652.33</b>	<b>-\$179,559.65</b>	<b>90.59 %</b>
Expenses				
Bank Charges	307.36	410.00	-102.64	74.97 %
Emergency Services	47,448.83	51,000.00	-3,551.17	93.04 %
Fire Dept Expense	<b>\$71,482.04</b>	<b>\$0.00</b>	<b>\$71,482.04</b>	



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DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
General Fund Expenses	\$0.00	\$0.00	\$0.00	
Dues & Fees	8,666.69	13,500.00	-4,833.31	64.2 %
Fuel	13,606.75	21,000.00	-7,393.25	64.79 %
Insurance	\$0.00	\$0.00	\$0.00	
Auto	6,704.00	10,000.00	-3,296.00	67.04 %
Health	71,945.62	66,000.00	5,945.62	109.01 %
Property	6,328.25	8,000.00	-1,671.75	79.1 %
Worker Comp Insurance	57.00	12,000.00	-11,943.00	0.47 %
<b>Total for Insurance</b>	<b>\$85,034.87</b>	<b>\$96,000.00</b>	<b>-\$10,965.13</b>	<b>88.58 %</b>
IRS Penalties	2,868.00	6,000.00	-3,132.00	47.8 %
Office Supplies	\$24,042.41	\$37,964.00	-\$13,921.59	63.33 %
Postage	1,320.67	0.00	1,320.67	
<b>Total for Office Supplies</b>	<b>\$25,363.08</b>	<b>\$37,964.00</b>	<b>-\$12,600.92</b>	<b>66.81 %</b>
Payment Processing Fees	1,216.23	1,216.23	0.00	100.0 %
Professional Fees	\$152,973.59	\$201,975.00	-\$49,001.41	75.74 %
Inspection Fees	100.00	0.00	100.00	
Janitorial Fees	4,535.00	0.00	4,535.00	
<b>Total for Professional Fees</b>	<b>\$157,608.59</b>	<b>\$201,975.00</b>	<b>-\$44,366.41</b>	<b>78.03 %</b>
Repairs & Maintenance	1,378.43	0.00	1,378.43	
Senior Citizens Bus/Delta	4,539.54	4,539.54	0.00	100.0 %
Software Expense	91,198.32	235,420.00	-144,221.68	38.74 %
Street Repairs	3,544.64	7,000.00	-3,455.36	50.64 %
Street Repair/Signage	355.00	0.00	355.00	
Training (General)	2,277.06	8,000.00	-5,722.94	28.46 %
<b>Total for General Fund Expenses</b>	<b>\$397,657.20</b>	<b>\$632,614.77</b>	<b>-\$234,957.57</b>	<b>62.86 %</b>
Miscellaneous Expense	23,496.67	40,000.00	-16,503.33	58.74 %
Payroll Expenses	\$172,316.38	\$285,500.00	-\$113,183.62	60.36 %
Payroll Taxes	26,942.12	0.00	26,942.12	
Payroll Wages	67,314.23	0.00	67,314.23	
Wage Garnishment	3,341.29	0.00	3,341.29	
<b>Total for Payroll Expenses</b>	<b>\$269,914.02</b>	<b>\$285,500.00</b>	<b>-\$15,585.98</b>	<b>94.54 %</b>
Police Dept Expense	\$11,957.66	\$53,000.00	-\$41,042.34	22.56 %
Dues & Subscriptions	138.72	0.00	138.72	
Firearms/Taser Expense	5,420.92	0.00	5,420.92	
Training	2,134.32	3,000.00	-865.68	71.14 %
Vehicle Lettering	970.00	0.00	970.00	
<b>Total for Police Dept Expense</b>	<b>\$20,621.62</b>	<b>\$56,000.00</b>	<b>-\$35,378.38</b>	<b>36.82 %</b>

Under expenses, you may notice a tremendous amount of red, which represents expenses under budget. This is a great achievement for Washington and represents staff's efforts in striving for excellence in public service while doing so as leanly as possible. Our Health Insurance premiums are slightly over budget due to changing providers mid-year (which actually

lowered costs from a large increase from our former provider). As we come closer to the end of the FY on June 30, 2025, we expect to see some additional expenses from the Police Department, use of Grant Revenue to pay for improvements to Memorial Park, and a few more water and wastewater system repairs and maintenance items.



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	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
PWA Utility Expenses	\$0.00	\$0.00	\$0.00	
Garbage Expense	78,119.49	87,000.00	-8,880.51	89.79 %
Repairs & Maintenance-	318,795.89	330,000.00	-11,204.11	96.6 %
Returned Checks-	1,877.92	4,750.00	-2,872.08	39.54 %
Sewer Pumping	15,210.80	18,000.00	-2,789.20	84.5 %
Water Testing	4,727.64	20,000.00	-15,272.36	23.64 %
Well Repair	8,847.23	25,000.00	-16,152.77	35.39 %
Water Purchase	0.00	17,000.00	-17,000.00	0.0 %
<b>Total for PWA Utility Expenses</b>	<b>\$427,578.97</b>	<b>\$501,750.00</b>	<b>-\$74,171.03</b>	<b>85.22 %</b>
Repairs & Maintenance Supplies	\$29,458.86	\$85,000.00	-\$55,541.14	34.66 %
Cemetery Expenses	3,139.41	5,000.00	-1,860.59	62.79 %
<b>Total for Repairs &amp; Maintenance Supplies</b>	<b>\$32,598.27</b>	<b>\$90,000.00</b>	<b>-\$57,401.73</b>	<b>36.22 %</b>
Senior Center Expenses	\$0.00	\$0.00	\$0.00	
Utilities	\$0.00	\$0.00	\$0.00	
Electricity	262.65	0.00	262.65	
<b>Total for Utilities</b>	<b>\$262.65</b>	<b>\$0.00</b>	<b>\$262.65</b>	
<b>Total for Senior Center Expenses</b>	<b>\$262.65</b>	<b>\$0.00</b>	<b>\$262.65</b>	
Utility Expense	\$20,698.50	\$50,000.00	-\$29,301.50	41.4 %
Electricity	5,168.45	0.00	5,168.45	
Heating	463.06	0.00	463.06	
Internet	53.88	1,500.00	-1,446.12	3.59 %
Security	144.99	0.00	144.99	
Telephone	3,235.21	4,600.00	-1,364.79	70.33 %
<b>Total for Utility Expense</b>	<b>\$29,764.09</b>	<b>\$56,100.00</b>	<b>-\$26,335.91</b>	<b>53.06 %</b>
<b>Total for Expenses</b>	<b>\$1,321,131.72</b>	<b>\$1,713,374.77</b>	<b>-\$392,243.05</b>	<b>77.11 %</b>
<b>Net Operating Income</b>	<b>\$406,960.96</b>	<b>\$194,277.56</b>	<b>\$212,683.40</b>	<b>209.47 %</b>
Other Income	0.00	0.00	0.00	
Other Expenses				
Renovation	115,998.25	0.00	115,998.25	
<b>Total for 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>	
<b>Net Income</b>	<b>\$290,962.71</b>	<b>\$194,277.56</b>	<b>\$96,685.15</b>	<b>149.77 %</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. May was a productive month with key infrastructure repairs, regular monitoring, and maintenance tasks successfully completed. Continued diligence in inspections, certifications, and community services supports the Town's Public Works efforts.

### Key Metrics:

- Completed 22 inspections
- Completed 16 Okie811 locates
- Completed 6 water leak repairs
- Supervised the production and distribution of approximately 2.5M gallons of water



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- Complete mows of the cemetery twice
- Senior Citizens Center mowed four times

## Washington Volunteer Fire Department

WVFD experienced a relatively busy month in May with a total of 18 calls for service. One firefighter has obtained his EMT certification. The month of May included many storm situations that resulted in higher demand for the WVFD – during one hour alone, WVFD received five calls for service as a result of storms.

### Key Metrics:

- 18 Calls for Service (five within the Town Limits)
- 12 Medical Calls
- 1 Structure Fire

## 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 May, Wadley's responded to four calls for service with two patients being transported.

## Washington Police Department

During the month of May 2025, WPD experienced a total of 378 patrol activities and calls for service. Staff vacations and injuries account for the lower self-initiated activity during this month. WPD assisted with multiple athletic team sendoffs, an event at First Baptist Church, and the WPS End of School celebration.

WPD has also concluded the first round of dedicated Code Enforcement patrol whereby the Town was divided into five zones with dedicated enforcement to a particular zone each month. As a result of this project, 52 total code enforcement incidents were investigated and appropriate enforcement action was taken.

### Key Metrics:



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- Traffic Stops: 52
- Citations/Warnings: 7/39
- Crashes: 3
- Disturbances & Domestics: 2
- Code Enforcement/CE Follow-ups: 4/6